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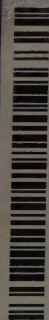


SIR ISAAC PITMAN

PITMAN'S SHORTHAND COMMERCIAL COURSE

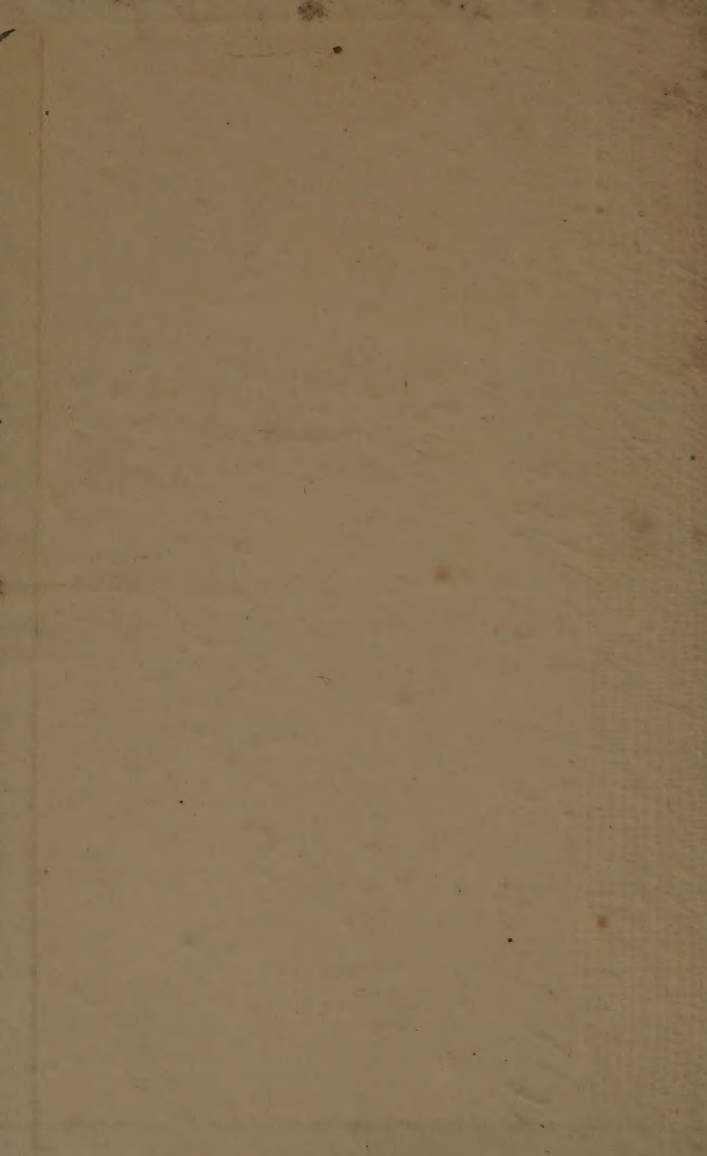


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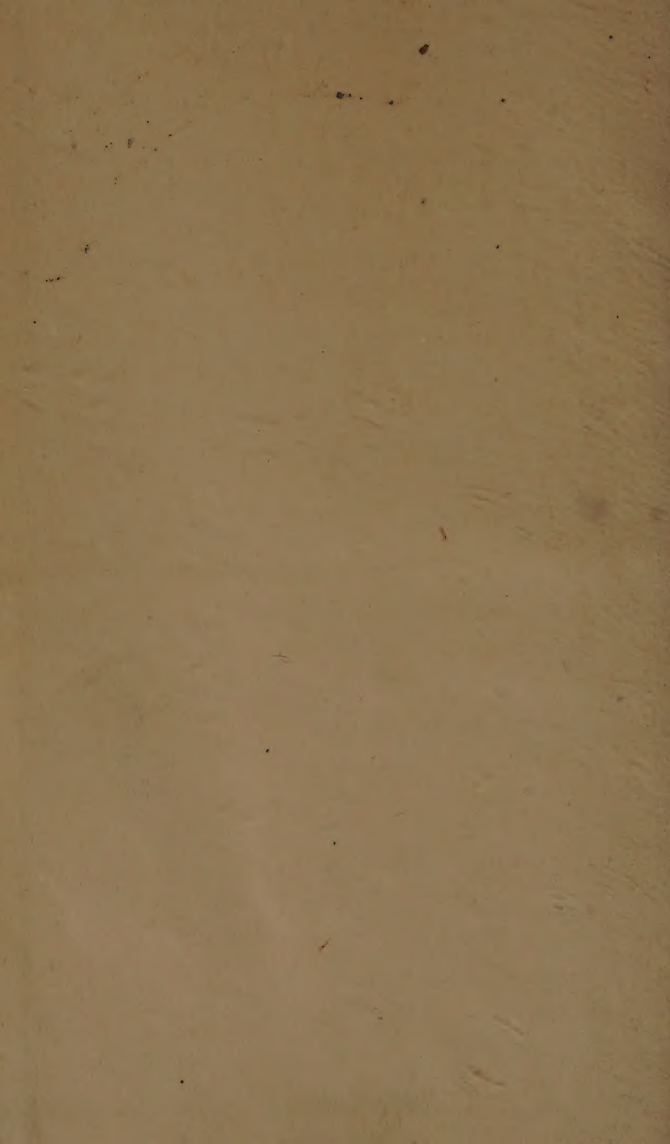


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W. C. S.



Pitman's Shorthand Commercial Course

A Series of Lessons in
Sir Isaac Pitman's System
of Phonography

Isaac Pitman

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









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

LESSON 1.

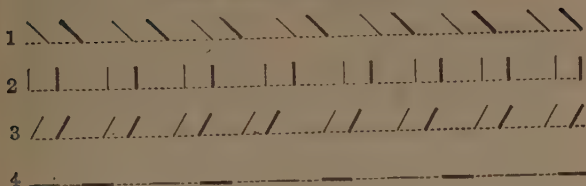
CONSONANTS AND SECOND-PLACE LONG VOWELS.

1. The student must remember that when he is writing shorthand he is to write strictly according to SOUND, leaving out all silent letters. In other words, the spelling in Isaac Pitman Shorthand is *phonetic*, the ordinary spelling being entirely disregarded, and the *sounds* of the words only being represented by the shorthand characters employed. The following examples will illustrate the method to be followed :

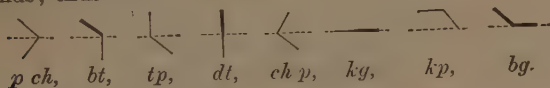
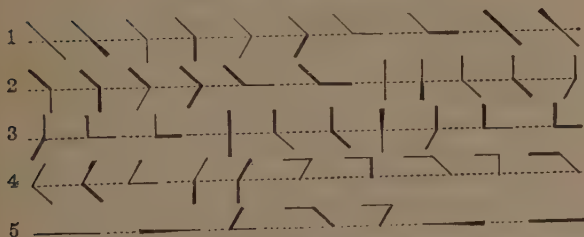
<i>Calm</i>	would	be	spelt	<i>k-ah-m</i> ,	and	would	be	written	
<i>Tomb</i>	„	„	„	<i>t-ōō-m</i> ,	„	„	„	„	
<i>Knee</i>	„	„	„	<i>n-ē</i>	„	„	„	„	
<i>Door</i>	„	„	„	<i>d-ō-r</i>	„	„	„	„	
<i>Mail</i>	„	„	„	<i>m-ā-l</i>	„	„	„	„	
<i>Pole</i>	„	„	„	<i>p-ō-l</i>	„	„	„	„	
<i>Pier</i>	„	„	„	<i>p-ē-r</i>	„	„	„	„	
<i>Sew</i>	„	„	„	<i>s-ō</i>	„	„	„	„	
<i>Meal</i>	„	„	„	<i>m-ē-l</i>	„	„	„	„	
<i>Name</i>	„	„	„	<i>n-ā-m</i>	„	„	„	„	

2. In order that the writer may spell phonetically, in accordance with the foregoing directions, he is provided with a sign for every sound in the language. The following eight signs represent the first eight consonants of the phonographic alphabet. The learner will notice that the signs are given in pairs, a light sign and a heavy one; and that the *light sign* represents a *light sound*, while the *heavy sign* represents a *heavy sound*. There is, therefore, a correspondence between the sounds heard and the signs used to represent them. He should copy the signs over and over again, until he knows them thoroughly, and can name and write them with ease. Facility in the use of the shorthand characters will come with practice. The *upright* and *slanting letters* are to be written *downward*, with the ends resting on the ruled line in the writer's note-book. The *horizontal letters* are to be written from *left to right*, and *resting on the line*, as in the examples which follow.





Letter.	Character.	Name.	As in
P		pee	rope, past, pay
B		bee	robe, boast, bay
T		tee	fate, tip, oat
D		dee	fade, dip, ode
CH		chay	etch, chest, choke
J		jay	edge, jest, joke
K		kay	leek, Kate, pick
G		gay	league, gate, pig





Exercise 1.*Read, copy, and transcribe.*

3. Outlines containing two or more consonants should be written without lifting the pen from the paper, a following stroke commencing where the preceding one ends; thus

**Exercise 2.***Read, copy, and transcribe.*

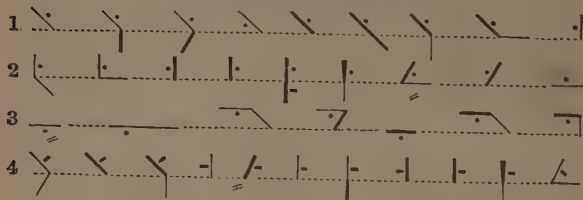
4. The long vowels \bar{a} and \bar{o} , as heard in the words *say* and *go*, are represented by a heavy dot and a short, heavy dash respectively. These vowels are called *second-place vowels*, because there are three places for vowels alongside of each consonant stroke, and these two vowels are put in the *middle* or *second* place; as $\text{---}\dot{\text{---}}$ *pay*, $\text{---}\text{---}\dot{\text{---}}$ *gay*, $\text{---}\text{---}\text{---}$ *doe*, $\text{---}\text{---}\text{---}$ *Co*.

5. A vowel placed at the *left hand side* of an *upright* or *slanting* consonant, or *above* a *horizontal* consonant, is read *before* the consonant; thus  *ape*,  *oat*,  *age*,  *oak*.


6. A vowel placed at the *right hand side* of an *upright* or *slanting* consonant, or *below* a *horizontal* consonant, is read *after* the consonant; thus  *bay*,  *toe*,  *jay*,  *go*.


Exercise 3.

Read, copy, and transcribe.



7. The learner will observe that in all the words of the preceding exercise the *first downstroke* rests *on* the line; and that where a downstroke is preceded by a horizontal letter, the latter is written *above* the line, so that the downstroke may rest *on* the line. The position thus indicated is called the *second position*, and the words in the preceding exercise are written in this position because the vowel in each word is a *second-place* vowel. In succeeding exercises, wherever the vowel, or, if there be more than one vowel in the word, the *principal* or *distinguishing* vowel, is a *second-place* vowel, the *outline* must be written in the *second position*, as here explained.

8. In shorthand, a small cross (x) is used for a period; the sign  is employed to express a dash; and other punctuation marks are written as usual. Two

short lines drawn underneath an outline indicate an initial capital; as  *Job Cope*.










9. Words of frequent occurrence are expressed in shorthand by one of their letters. A word thus abbreviated is called a *grammalogue*; the letter which is used to represent the whole word is called a *logogram*. The student should learn the grammalogues as thoroughly as possible, because a knowledge of them is necessary in fast writing. Throughout the exercises in this book the grammalogues and contractions are printed in *italic*.

GRAMMALOGUES.

..... *a* or *an*, . *the*, *all*, \ *too* or *two*, *of*,
 \ *to*, *owe* or *Oh!* ! *he*, *on*, | *but*.

Exercise 4.

Read, copy, and transcribe.

1  , | \ |  ; |  , |
 | x 2 |  |
 | \ | x 3 | | x
 4 |  \ | | | | \ x
 5 | | \ | |  x 6  |
 | | | | | | \ | x

Exercise 5.

Write in Shorthand.

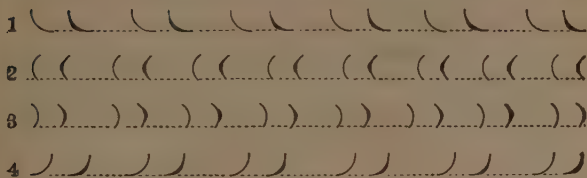
1. *Job Day*, take *the* *cape* to the *boat* to-day.
2. *He* paid *Joe Cope* to take *the* *boat*.
3. Take *the* *cocoa* to the *page* on the *boat*.
4. *Joe*, a *joke*! Take *an* *eight* *page* *ode* on *cake* to *Jake* to-day.
5. Take *the* *page* to the *oak*.
6. *He* towed *the* *boat* to the *oak* to-day.

LESSON 2.

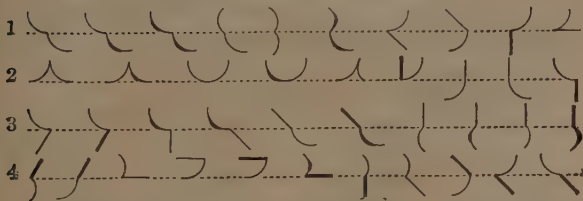
CONSONANTS AND FIRST-PLACE LONG VOWELS.

10. The next four pairs of consonants are *curves*, and they are written *downward*. They may be joined to each other, or to other consonants, in the same way as the straight letters are joined, a following consonant commencing where a preceding one ends.

<i>Letter.</i>	<i>Character.</i>	<i>Name.</i>	<i>As in</i>
F	↘	ef	safe, fat, leaf
V	↘	vee	save, vat, leave
TH	(ilh	wreath, thigh, bath
TH	(thee	wreathe, thy, bathe
S)	ess	ice, sigh, lace
Z)	zee	ooze, Zion, lazy
SH	↘	ish	ash, she, lash
ZH	↘	zlee	measure, treasure, usual

Exercise 6.*Read, copy, and transcribe.*

11. The letter *sh* is always written *downward* when standing *alone*, that is, when it is not joined to another letter, as in the preceding exercise; but when it is joined to another letter it may be written *upward*, if the upward form is more convenient. As a rule, it will be found to be more conveniently written *upward* when it immediately precedes \backslash , \swarrow , $($, $($ or \nearrow (h); and also when it immediately follows \backslash , \swarrow , or $|$. In other cases, it will generally be better to write *sh* *downward*.

Exercise 7.*Read, copy, and transcribe.*

12. The vowels *ah* and *aw*, as heard in the words *pa* and *paw*, are represented by a heavy dot and a short, heavy dash respectively, like the vowels explained in the

preceding lesson. The vowels *ah* and *aw*, however, are called *first-place* vowels, because they are put in the *first* vowel place, i.e., at the *beginning* of a consonant; thus
 \----- pa, <----- paw, |----- caw, '----- auk.

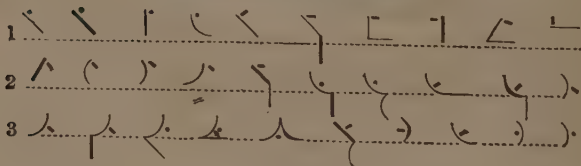
13. (a) The outline of any word containing a *first-place* vowel only, or in which the principal or distinguishing vowel is a *first-place* vowel, is written in the *first* position, above the line; thus ----- Shah.

(b) When the word consists of a horizontal letter preceded or followed by an upright or slanting letter, the horizontal letter is raised, so as to allow the upright or slanting letter to occupy the first position; thus |----- talk.

(c) If the word consists of more than one upright or slanting letter, it is the *first* of such letters which must occupy the first position. Note the following examples:
 \----- baa, |----- caulk, |----- cawed, <----- bought, <----- daub.

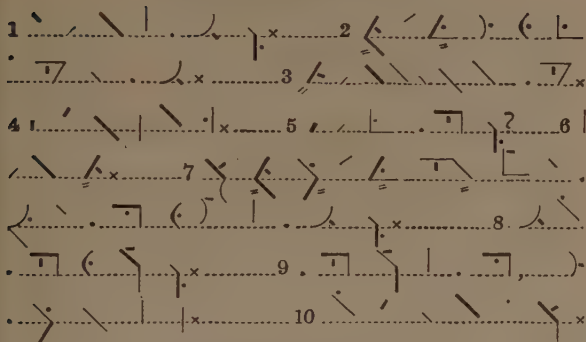
Exercise 8.

Read, copy, and transcribe.



GRAMMALOGUES.

awe or ought, who, (up) and, (up) should,
 happy, up, put, by, bye, buy, be,
 to be, at, it, out.

Exercise 9.*Read, copy, and transcribe.***Exercise 10.***Write in Shorthand.*

1. Both Joe Cope and Jake Page showed a goat at the show to-day.
2. Job, take the boat and put it up by the gate.
3. Who bought all the cocoa to-day?
4. Pa paid the page to-day, so he should be happy.
5. Who saw the cape pa bought at the show?
6. It ought to be put on the coach.
7. They say Job Bate put all the folk on the boat and towed it to the bay.

LESSON 3.

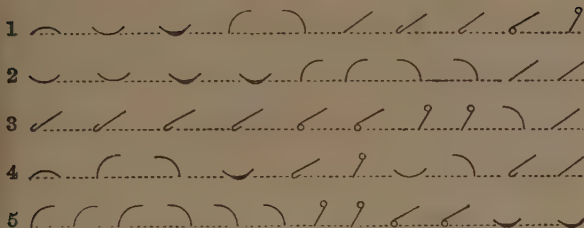
CONSONANTS AND THIRD-PLACE LONG VOWELS.

14. The remainder of the consonants are single strokes, not pairs, and they are all *light* signs except ㄣ (ng), which is heavy. The three *horizontal* letters ㄣ, ㄥ, ㄨ, are written from *left to right*; ㄣ, ㄥ, ㄨ, ㄣ, and ㄥ, are written *upward*; and ㄣ and ㄥ are written *downward*.

Letter.	Character.	Name.	As in
M	ㄣ	em	seem, met, chime
N	ㄥ	en	seen, net, China
NG	ㄣ	ing	long, sing, fang
L	ㄣ	el	tall, life, meal
R	ㄣ	ar	army, arose, bore
R	ㄣ	ray	rate, rogue, right
W	ㄣ	way	wade, aware, weep
Y	ㄣ	yay	Yale, yoke, yore
H	ㄣ	hay	hope, adhere, hurry
H	ㄣ	hay	high, hew, hook

Exercise 11.

Read, copy, and transcribe.



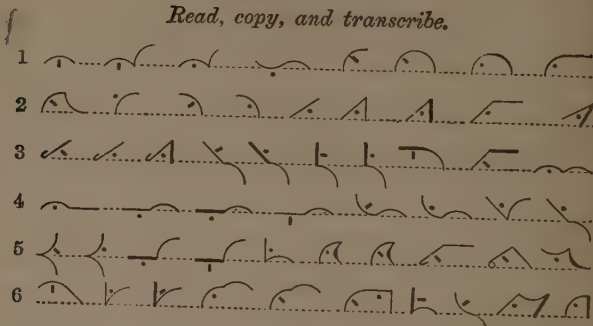
15. The consonants R and H are each provided with two forms, an upstroke and a downstroke. This is for convenience of joining to other consonants, and also for the purpose of *vowel indication* in fast writing. The rules governing the use of these forms will be fully explained in a later lesson, but, meanwhile, the following brief statement will be useful :

(a) Downward R is written before *m*, as *roam*, but, with this exception, when a word *begins* with the sound of R, or *ends* with R and a *sounded vowel*, the *upward* form is used; as *ray*, *rogue*, *Pharaoh*.

(b) When a word *begins* with a vowel followed by R, or *ends* with the sound of R, the *downward* form is used; as *air*, *ore*, *fare*.

(c) The *upward* form of H is used, *except* when H *stands alone* or is followed by — or — ; as *hay*, *hawk*, *Hague*.

16. The consonants of the last group are joined to one another, and to other consonants, in the manner already explained with regard to the letters previously treated.

Exercise 12.*Read, copy, and transcribe.***Exercise 13.***Write in Shorthand.*

1. May they *all* take a share at the game?
2. Take the bale of tape to Hague and Hay to-day.
3. Take *all* the coal by boat to-day.
4. Put up a loaf; be out by four; and take the coach at the gate.
5. Paul and Jake may be at the shore.
6. They should all be out by four.

17. The vowels *ē* and *ōō*, as heard in the words *keep* and *cool*, are expressed, like the vowels already explained, by a heavy dot and a short heavy dash respectively. They are called *third-place* vowels, because they are written in the third vowel place, *i.e.*, at the end of a consonant; thus *tea*, *loo*, *fee*, *eke*.

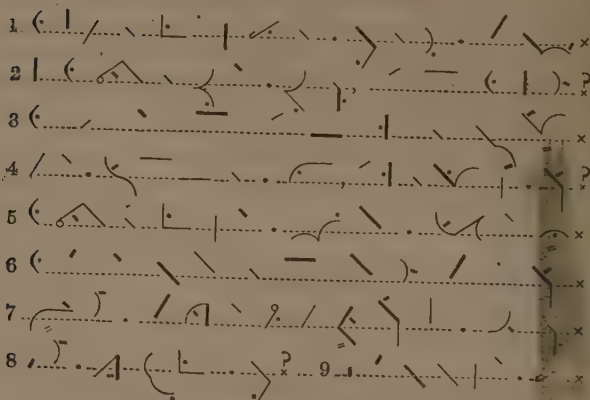
18. (a) The outline of any word in which the vowel, or the principal or distinguishing vowel, is a *third-place* vowel, must be written in the *third position*, through the line; and when the outline of the word consists of an upright or slanting letter immediately preceded or followed by a horizontal letter, the latter is *lowered*, so

GRAMMALOGUES.

| had, | do, | different or difference, / much,
 / which, / each, / large, — can, — come,
 — go or ago, — give or given.

Exercise 15.

Read, copy, and transcribe.



Exercise 16.







Write in Shorthand.



























1. Which way should they go to reach the pool?
2. Do they read a different page to-day?
3. He may go by the coach, and take the boat at the pier.
4. Go, Joe Booth, and show the poor page the difference.
5. He should be on the road by four.
6. They had to go a different way at sea.
7. They fear they may be out of the way.
8. Leave a large share of the food on the boat; it may make much difference to Joe Shaw.

LESSON 4.

SHORT VOWELS.













20. The *short* vowels, *ă, ě, ě, ǫ, ů, ǫ*, as heard in the words "*Thăt pěn ĩs nőt mŭch gōod*," are expressed by dots and short dashes similar to those employed for the representation of the *long* vowels already explained; but the signs for the *short* vowels are made *light*, in order to show the short, or light, sounds of the vowels.

21. The short vowels, like the long vowels, are named according to the position they occupy with regard to a stroke consonant. Thus *ă, ě, ě*, are called respectively *first-place, second-place, and third-place* vowels; while *ǫ, ů, ǫ*, are also, in the order given, *first-place, second-place, and third-place* vowels. Note the following examples:  *băt*,  *bět*,  *bĭt*,  *lǫck*,  *lŭck*,  *lǫčk*.

22. All *first-place* vowels and *second-place* vowels, whether *long* or *short*, occurring between two strokes, are written *after the first stroke*. All *third-place* vowels, whether *long* or *short*, occurring between two strokes, are written *before the second stroke*. Note the following pairs of words:  *bale*,  *bell*;  *raid*,  *red*;  *fade*,  *fed*;  *date*,  *debt*;  *roam*,  *rum*;  *robe*,  *rub*;  *goal*,  *gull*;  *shade*,  *shed*;  *keel*,  *kill*;  *leave*,  *live*;  *peak*,  *pick*;  *meal*,  *mill*;  *heed*,  *hid*.

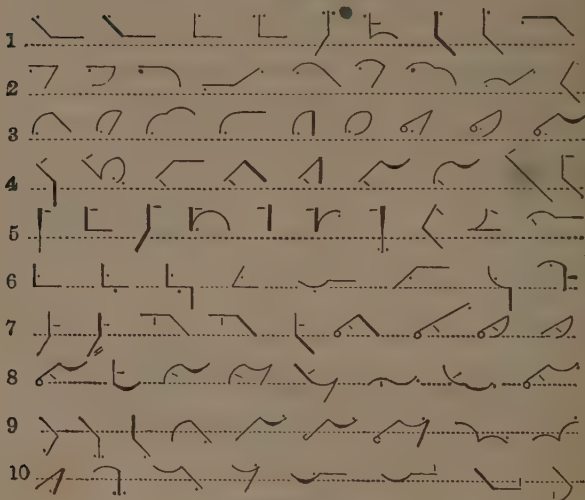
23. The rules for the position of outlines of words containing short vowels are exactly the same as those

governing the position of words containing long vowels.

For example:  palm,  pack;  bake,
 beck;  deem,  dim;  wrought,  rot;
 coal,  cull;  pool,  pull.

Exercise 17.

Read, copy, and transcribe.



Exercise 18.

Write in Shorthand.

1. Pack the bag and take it to the gig at four.
2. Ask Jim to fetch the cheap book, and put it on the ledge.
3. Take the money, and buy a jar of ink.
4. They may all go to the dock and see the ship off.


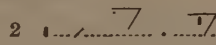
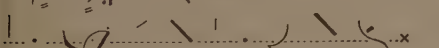
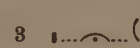






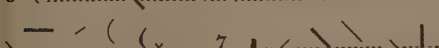
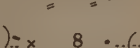

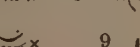
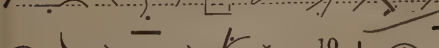
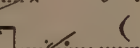

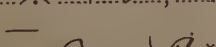

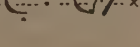
5. Ask Tom *to be awake and ready to go on to the ship by four.*
6. Hurry up, Jack Murray, and carry *all the baggage to the hotel.*
7. *The happy* fellow rowed away *to the ship.*
8. Do they owe a debt to Adam Bailey?
9. Ask Kitty Webb to take a penny out of the bag, and go and buy the gum.
10. They may *all go on Monday* to see *the game of golf.*
11. May they take a share of the sherry to poor Jim King?
12. They go by the ship "Carrie," and they hope to be back by the fourth of March.

GRAMMALOGUES.

half, if, have, thank-ed, think,
youth, though, them or they.

Exercise 19.

Read, copy, and transcribe.

1  2 
3  4 
5  6 
7  8 
9  10 
11  12 
13  14 
15  16 
17  18 
19  20 

Exercise 20.





Write in Shorthand.







1. *They think they may have to go to the bank and cash a cheque to pay the youth the money.*
2. *The youth may be happy if they pay half the bill.*
3. *Though they go out on the tenth, they may come back by an early mail.*
4. *Who can envy them if they have to take the shabby coach back to-morrow?*
5. *They should take the keg to the back of the shed.*
6. *He came back to them a month ago.*
7. *They have to go and thank the judge to-day.*
8. *Ask the youth to take the canoe and fetch the fish.*
9. *They think the lad may have to go to Canada.*
10. *Half the party came to give a vote each to Adam Bailey.*










LESSON 5.

DIPHTHONGS AND PHRASEOGRAPHY.








24. The four diphthongs *i*, *ow*, *oi*, and *ū*, as heard in the words *bite*, *cow*, *boil*, and *few*, are expressed as follows:



 *i*,  *ow*,  *oi*,  *ū*.



25. The diphthongs *i* and *oi* are written in the *first* vowel-place, at the *beginning* of a stroke; and, therefore, the outlines of words in which either of these is the only or principal vowel-sound are placed in the first position, *above* the line; thus  *boy*,  *boil*,  *boiler*,  *tie*,  *tile*,  *tiler*.



26. The diphthongs *u* and *ow* are written in the *third* vowel-place, at the *end* of a stroke; and, therefore, the outlines of words in which either of these is the only or principal vowel-sound are placed in the third position, *through* the line; thus  *purely*,  *purity*,  *purify*,  *cube*,  *cubic*,  *rout*,  *bout*,  *allow*,  *allowed*.







27. A small tick attached to a diphthong-sign expresses any short vowel; thus

 *diary*,  *dial*,  *piety*,  *loyalty*,  *vowel*,  *manual*,  *riot*. The sign representing a diphthong and vowel is called a *triphone*.

28. (a) The diphthong *ī* may be joined initially to a downstroke, as  *item*,  *ice*.

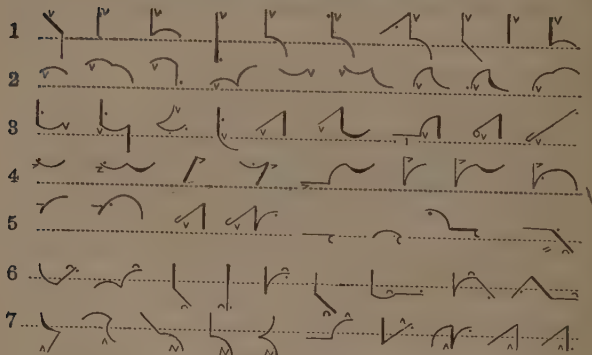
(b) The diphthongs *ow* and *oi* may be joined initially to upward *l*, as  *owl*,  *oil*.

(c) The diphthongs *ow* and *ū* may be joined finally to a downstroke, as  *bough*,  *due*.

(d) The diphthongs *ū*, *ow*, and *ī*, may be joined to the consonants *k*, *g*, *m*, *n*, and *l* (up), thus  *cue*,  *argue*,  *renew*,  *value*,  *now*,  *nigh*.

Exercise 21.

Read, copy, and transcribe.



Exercise 22.

Write in Shorthand.

1. *Do they know of the failure of Hugh Riley?*
2. *All the folk think and say he should retire by July.*
3. *The tide may wash away the dyke by five.*

4. *Should the envoy come out to-day, he may enjoy a ride to Kew.*
5. *The puny deputy duly came and valued the couch.*
6. *They had to show the knife given them by Tom Lloyd.*
7. *The lively dealer took a widely different view of the affair to-day.*
8. *If they deny my right to go out on the tenth, they may all rue it.*
9. *They assume a large share of the duty; but they have no right to it, and they may have to give it up.*
10. *Pursue a life of purity, and so rebuke them.*
11. *They should decoy the rowdy fellow to the review, and leave the rogue to enjoy the air.*
12. *If they take refuge on the boat, they can defy the power of the enemy to take them or to move them away.*

GRAMMALOGUES.

^v..... *I* or *eye*, ^h..... *how*, ^l..... *why*, ^{ay}..... *ay* (yes),
[^]..... *beyond*, ^o..... *you*, ^c..... *with*, ^e..... *when*, ²..... *what*, ^o..... *would*.

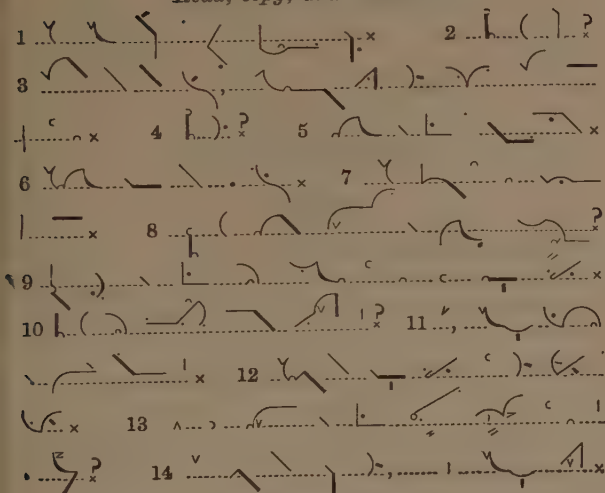
29. Longhand writers often join words together without lifting the pen from the paper. The same may be done in shorthand. The practice of joining words in this way is called *Phraseography*, and the words thus joined make a *Phraseogram*. The first word of a phraseogram (generally a grammalogue) should occupy the position which it would occupy if it stood alone. Thus, a phraseogram commencing with *I* should commence above the line, because *I*, as a logogram, is written above the line, as ^v..... *I* have, ^Y..... *I* think, ^y..... *I* say. A first position logogram, however, may be slightly lowered or raised to permit of the following

word being written through or over the line; as *I see*, *with much*. A phraseogram beginning with *you* should begin on the line, because *you*, as a logogram, is written on the line when it stands alone; thus *you may*, *you should be*. When joined to , , or , the sign may be shortened to ; thus (*I'm* = *I am*), (*I'll* = *I will*), *I can*. The vowel should be inserted in the phraseogram *to go*.

The following examples of phraseograms should be carefully read and copied by the learner.

PHRASEOGRAMS.

	I have		how can they
	I have had		why do you
	I will		why have you
	I will be		you can
	I am		with much
	I may be		with which
	I may		with each
	I thank you		when they
	I think you should be		what do you
	you will		what may be
	you will be		what can be
	you may be		it would be
	if you should be		and if you should be

Exercise 23.*Read, copy, and transcribe.***Exercise 24.**

The *phrases* in this and following exercises are indicated by the *hyphen*.

Write in Shorthand.

1. *Do-you think you-can rely on-them to-take all the money to the bank to-day?*
2. *Why-do-you ask the poor youth to ride the lame mule?*
3. *If-you-should-be back by five, I-may come and see you.*
4. *I-think I-am likely to be away by the time you get back.*
5. *I-think-you-should ask them to-take the oil back.*
6. *Why-do-you assume the right to argue with so shabby a fellow?*
7. *I-think-you-should wire them, if-you think you-can-do what they ask you to-do.*
8. *How-can-they ask you to-go to Barrow to-morrow?*
9. *I-think I-may guarantee the tube to be all-they say.*
10. *I-may-be wrong, but I-think I-am right.*

LESSON 6.

REVIEW.

30. In this lesson the learner is asked to review the rules set forth in the preceding pages; to learn eight more grammalogues; and to practise those he has already learned.

31. The preceding rules may be briefly summarized as follows:

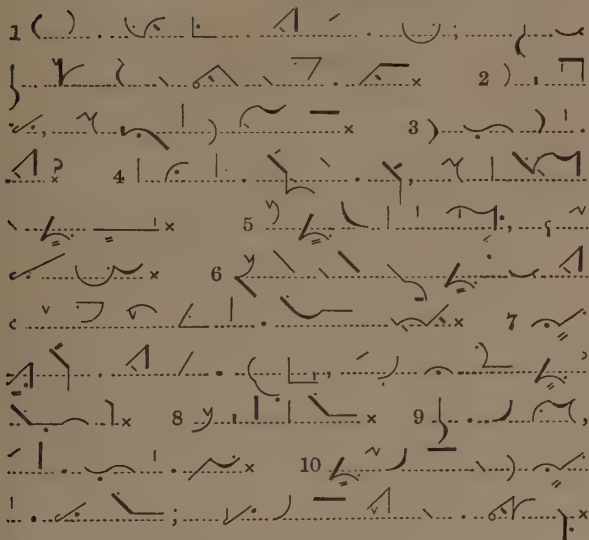
- (a) Pitman's Shorthand is *phonetic*, the *spelling* being by *sound*.
- (b) There are *twelve vowels*, expressed by dots and dashes, and written in *three places*, above, below, or by the side of consonants.
- (c) There are *three positions* for writing outlines, and the position of a word is governed by its vowel, or principal vowel.
- (d) There are *four* double vowels or *diphthongs*.
- (e) There are *two forms each* for R and H, the alternatives being provided for easy joinings and for vowel indication.
- (f) Words of frequent occurrence are expressed by one of their letters. Such words are called *grammalogues*.
- (g) *Phraseography* is the name given to the principle of joining *words* together.

GRAMMALOGUES.

_____ saw, _____ so or us, _____ see, sea, _____ was, _____ whose,
 _____ shall, _____ wish, _____ usual-ly.

Exercise 25.

Read, copy, and transcribe.



Exercise 26.

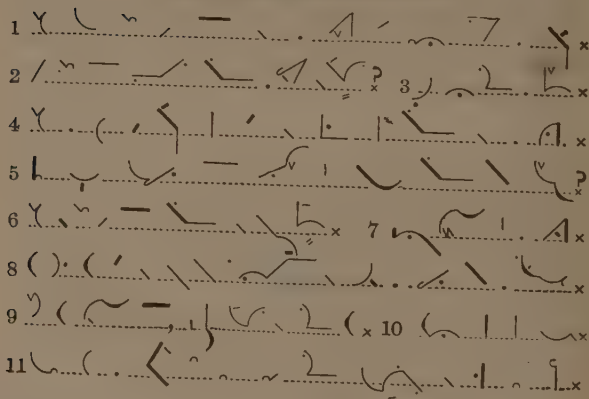
Write in Shorthand.

1. *Do-you know the name of the ship lying out by the buoy?*
2. *I-think it-was on the fourth of July he came to see us.*
3. *I-think I-saw the youth go out a minute ago.*

4. *You appear to-have a fear of the large youth who came to us at the farm.*
5. *To be of value ought to be the wish of each of you.*
6. *I-wish I-had given the rod away ere the thief took it.*
7. *Do-you know whose it-can-be?*
8. *Why should-they say I-am out?*
9. *What difference can-it make to-you if I-have to-go out-by the tenth?*
10. *I-see-you know two of-them.*

Exercise 27.

Read, copy, and transcribe.



Exercise 28.


Write in Shorthand.

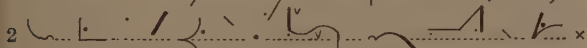
1. *I-shall-be happy to-have-you do-so if-you-can manage it.*
2. *Do-you think he knew the difference?*
3. *I-think-so; but I-will ask the fellow.*
4. *If-they go out, I-think-you and-I may go out too*


5. *Though they-may say no, I-know it shall-be different.*
6. *I-think it-was usual to-give it to-each of-them.*
7. *You and-I usually go all the way by the sea.*
8. *I-think the new book may-be of value to us now.*
9. *If-you-like to-give them a copy, they-may-be happy to read it.*
10. *They thanked the youth who carried the baggage to the ship, and he-was happy.*

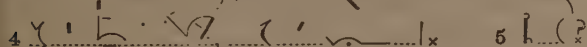
Exercise 29.


Read, copy, and transcribe.

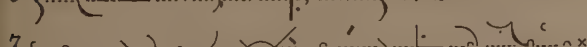
1  x

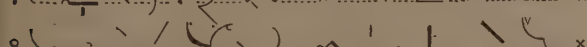
2  x


3  x


4  x

5  x

6  x



7  x















8  x







9  x



















LESSON 7.

CIRCLE S AND Z.

32. The sounds of *s* and *z* are two of the most frequently occurring sounds in the language, and it is, therefore, necessary that they should be provided with very easily written signs. The student has learned that the sign  expresses *s*, and that the sign  expresses *z*. These sounds, however, are also represented by a *small circle*, which is easily written and at the same time joins readily with the various stroke consonants.

33. When the circle *stands alone*, or is joined to *straight consonants* not forming an angle, it is written in the direction *opposite* to that in which the hands of a clock move round; thus  *sp*,  *ps*,  *psp*,  *st*,  *ts*,  *tst*,  *sch*,  *chs*,  *sk*,  *ks*,  *ksk*,  *sr*,  *rs*,  *rsr*.

34. When the circle occurs between two straight strokes *forming an angle*, it is written *outside the angle*; thus  *bsch*,  *tsp*,  *jsp*,  *ksp*,  *ksr*,  *rsk*.

35. When joined to *curved letters*, the circle is written *inside the curve*; and when it occurs *between two curves* it is usually written *inside the first curve*; thus  *sf*,  *fs*,  *fsf*,  *ss*,  *ss*,  *ssr*,  *sm*,  *sms*,  *rsn*,  *ksn*,  *nsk*,  *msr*,  *sl*,  *sls*,  *slsr*,  *ssh*,  *sshs*,  *msv*.

36. The circle *s* is always read *first* at the *beginning* of a word, and *last* at the *end* of a word; thus eat, seat, seats; tow, stow, stows; eke, seek, seeks; oar, soar, soars; suppose, cities, series.

37. At the *end* of a stroke, or in the *middle* of a word, the circle may be used to express *either s or z*; but at the *beginning* of a word it can be used to express the *light* sound of *s only*; as race, rose, racer, raising; sorrow, zero; seal, zeal.

Exercise 30.

Read, copy, and transcribe.

1

2

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







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

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
















Exercise 31.*Write in Shorthand.*

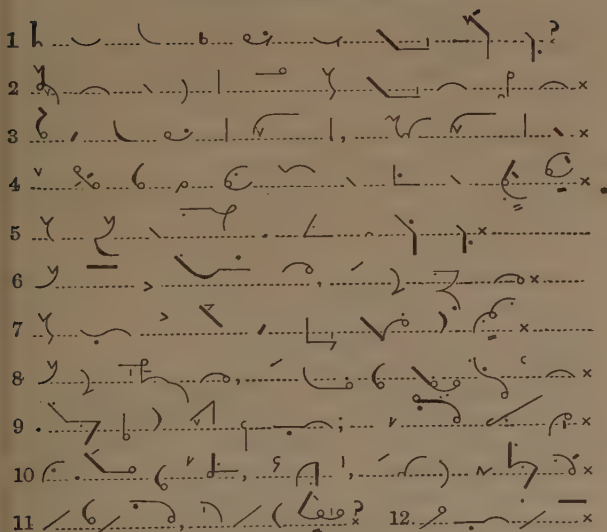
1. Soap, soups, stew, side, such, spares, spokes.
2. Seeds, schemes, spoils, skips, scoop, speed.
3. Safes, south, slow, solo, soon, smokes, mice.
4. Smith, snaps, sold, snares, smacks, solids.
5. Sky, scares, spades, signs, designs, dies.
6. Face, voice, revise, canvas, bonus, police.
7. Atlas, tusk, risks, bestows, rasps, gossip.
8. Chosen, visits, masks, resumes, desires, pacifies.
9. Tuesday, Wednesday, deceit, tacit, nonsense.
10. Sykes, stay, sums, sinews, maxims, abuse.

38. When the stroke  precedes a circle and curve, or follows a curve and circle, it is written in the *same direction* as the circle; thus  *lessen*,  *Lawson*,  *lesser*,  *toilsome*,  *vessel*,  *thistle*,  *cancel*,  *muscle*.

39. The word *the*, which is represented by a light dot on the line, is also expressed by a light, slanting tick, joined to the preceding character, and written either upward or downward, in the direction which will give the sharper angle; thus  *of the*,  *to the*,  *and the*,  *should the*,  *I think the*,  *I have the*,  *with the*,  *when the*,  *he is the*,  *it is the*,  *is the*,  *as the* or *has the*. The first stroke of  *on the* must be written slanting, in order that it may not clash with  *I*. The tick *the* can never be used at the *beginning* of a word or sentence.

GRAMMALOGUES.

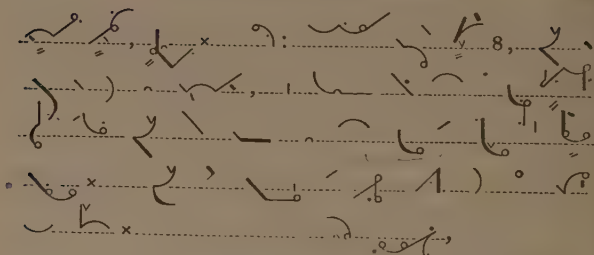
 *as* or *has*,  *is* or *his*,  *because*,  *itself*,  *those*,  *this*,  *these* or *thus*,  *myself*,  *himself*,  *me* or *my*,  *him* or *may*,  *are*,  *our* or *hour*,  *we* or *way*,  *in* or *any*,  *no* or *know*,  *own*.

Exercise 32.*Read, copy, and transcribe.***Exercise 33.***Write in Shorthand.*

Sir:

Those silks you spoke of came to this office to-day, and-I shall thus be ready to show them to-my customer on-Wednesday. He-comes himself to see me, because he-has to pass my office on-his way to-the depôt. He-is a large buyer. I-myself had business dealings with him a long time ago. The silk itself is all-right; the designs are nice; and so I hope to-do a big business with our new shades.

Yours,












Exercise 34.*Read, copy, and transcribe.***Exercise 35.***Write in Shorthand.***Sirs:**








We are in receipt of-yours of-May 4th. advising us of-the dispatch of-the six dozen silk parasols, and-we hope to-receive these in a few days' time. Our customers are feeling some annoyance at-the delay, and-we fear we are losing business. If-you-are-now ready with-the new season's designs in ladies' capes and costumes, we should like to see them.

Yours,













LESSON 8.

LOOPS *ST* AND *STR*.

40. A *small loop*, half the length of the stroke to which it is attached, represents *st*; thus  *ache*,  *stake*,  *stale*,  *store*,  *stout*. When written at the *beginning* of a stroke the loop represents *st only*; but when written at the *end* of a stroke it represents *either st or zd*; thus  *coast*,  *accused*,  *mist*,  *amused*. The loop may also be used *medially*, when convenient; thus  *justify*,  *toasting*.

41. A *large loop*, two thirds the length of the stroke to which it is attached, represents *str*; thus  *poster*,  *luster*. The *str* (*ster*) loop must *not* be written at the *beginning* of a word; but it may be employed *medially*, as in  *masterpiece*. The circle *s* may be added to the loops, thus  *coasts*,  *masts*,  *posters*,  *lusters*.

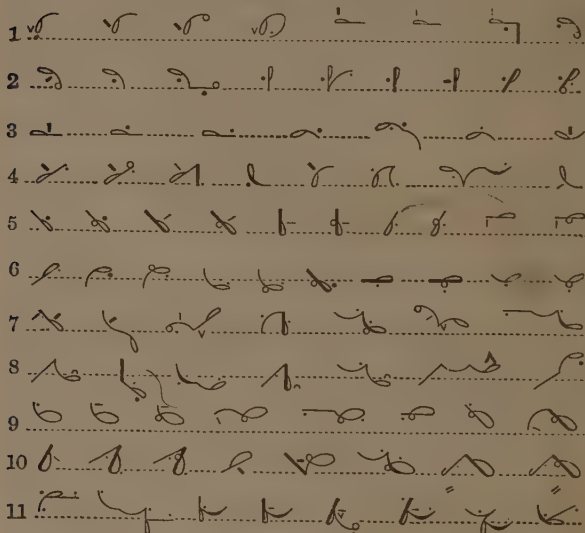
42. The loops *st* (*stee*) and *str* (*ster*) follow the *same rule* of writing as the *circle s*; that is, they are written with a *backward motion* (in the *opposite* direction to that taken by the hands of a clock) when attached to *straight* letters, and *inside curves*. The loops also follow the *same rule* of reading as the *circle s*; so that the loop *st* is always read *first* at the *beginning* of a word, and *last* at the *end* of a word; while the loop *str* (which is never used initially) is always read *last* at the *end* of a word.

43. The following examples will show the similarity between the rules for circle *s* and for the loops *st* and *str*; thus  *pass*,  *past*,  *pastor*,  *pastors*;  *soup*,  *stoop*;  *seal*,  *steal*;  *mass*,  *mast*,  *master*,  *masters*. U

44. The vowel *aw* may be joined initially to upward *l* as *awl*, *also*; and the logogram *aw* (*all*) may be joined in compound words like *almost*, *already*, *all-wise*.

Exercise 36.

Read, copy, and transcribe.



Exercise 37.

Write in Shorthand.

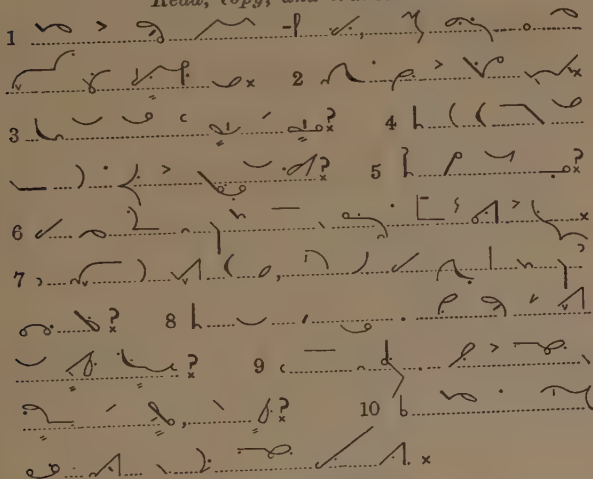
1. Rusts, mast, mist, paced, raced, faced, best.
2. Stab, steal, sting, stop, stoop, star, stark, stale.
3. Stung, stinging, stoves, steer, west, waste, wastes.
4. Past, pests, tossed, jests, fused, sneezed.
5. Voiced, rejoiced, amassed, August, spaced.
6. Reposed, dismissed, fastest, advised, revised.
7. Chester, Manchester, musters, ministers.
8. Tasters, coasters, feasters, Bagster, Dexter.

GRAMMALOGUES.

o first, most, must, influence, influenced, next, suggest-ed.

Exercise 38

Read, copy, and transcribe.










Exercise 39.






Write in Shorthand.





Sir: The names of-the vessels are-the "Star" and-the "Chester." The "Chester" goes out on-Wednesday next, the first of July, and-is most likely to-reach Adelaide by-the first of August. She has usually a heavy cargo on-the passage out. If-you-will-be influenced by our advice, you-will book a passage by-this vessel to-day. You-must own you have-no-time to-waste if-you-are to be in-time to influence Webster and Staveley. The last of-the bales was invoiced to-day. The rest of-the business can-be discussed when you-come to-the office. Yours.





LESSON 9.





CIRCLES *sw* AND *ss*.





45. A *large circle* at the *beginning* of a stroke represents *sw*, as  *sweep*,  *swim*,  *switch*; and a *large circle* at the *end* of a stroke represents the light or heavy sound of *ss*, as  *paces*,  *raises*,  *faces*,  *causes*.











46. The circles *sw* (*sway*), and *ss* (*ses*) are written in the same direction as the circle *s*. The *sway* circle can be written *only* at the *beginning* of a word, as  *sweet*; but the *ses* circle may be written in the *middle* or at the *end* of a word; thus  *necessity*,  *nieces*,  *excessive*,  *cases*.

47. When a vowel *other* than short *e* occurs between the consonants represented by the large medial or final circle, the vowel sign may be placed within the circle; thus  *insist*,  *exercise*,  *exercises*,  *Colossus*.

48. (a) The *sw* circle is employed in *phrasing* to express the words *as we*; thus  *as we have*,  *as we think*,  *as we can*. It is also used in the phrase  *as well as*.

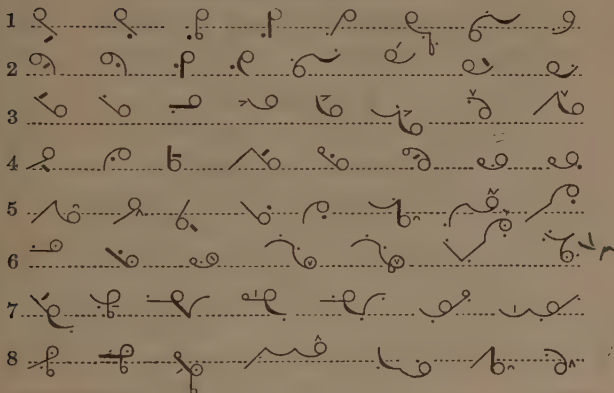
(b) The *ss* circle is employed in *phrasing* to express the *two s's* in such phrases as  *this is*,  *it is said*,  *as soon as*,  *in this city*.

(c) The circle *s* may be used instead of the *st* loop in phrases like  *it must be*,  *you must receive*,  *last time*,  *next time*.

49. To avoid an awkward outline, the upward / is written, whether there is a final vowel or not, when *r* follows a straight upstroke, or *ks* or *gs*, or a curve and circle like  or ; thus  *were*,  *weary*,  *Kaiser*,  *geyser*,  *officer*,  *viscera*,  *answer*,  *necessary*.

Exercise 40.

Read copy, and transcribe.



Exercise 41.

Write in Shorthand.

1. *It-is-said the ship Swallow is to-sail on Tuesday; but-this-is wrong as-we-know she-is still in ballast.*
2. *As-we-have-said, she-is-the swiftest, as-well-as-the biggest, steamer they own.*
3. *As-we-can easily ship all-the cases to-morrow, you-must-be ready to-mail all-the invoices.*
4. *You-must emphasize the necessity of-the case, and see to-the boxes being ready in-time.*

5. *It-is-said he refuses to-give us-the allowances on-the pieces of silk.*
6. *If-he chooses to-resist us, what-can-they⁷ do with-the pieces?*
7. *They-may insist on refusing-the laces because of-the excessive charges, and may ask us to change them, as-soon-as-they know-the cost.*
8. *You-must-receive a bill, same as last-time.*

GRAMMALOGUES.

..... as is, o is as, 6 this is or themselves, our-
 selves, \ special-ly, --- speak, e several, ° yes,
 7 high, ° house.

Exercise 42.

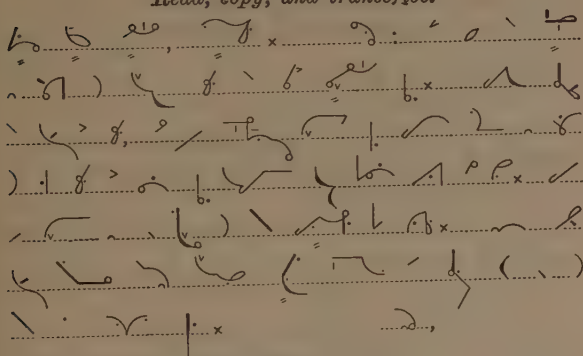
Read, copy, and transcribe.

Exercise 43.

Write in Shorthand.

1. *Do-you know if-they themselves have sold-the switch to-the new firm, as-is said to be-the case?*

2. *Yes, we-have ourselves seen several of-the switches in use, and-we-have special reasons to-suppose the fact to be as you state.*
3. *We-are specially desirous of-having-the new Benson steel tubes put to a test, and-we-think Benson's themselves should see-the test, so they-may see-the fact is-as we say it-is.*
4. *I-will speak to-the head of-the firm, and suggest a test the next-time I-am-in-the-city.*

Exercise 44.*Read, copy, and transcribe.***Exercise 45.***Write in Shorthand.*

Swan & Lester,
Doncaster.

Sirs :

We-have a special sale of essences and sweet syrups to-day, as-it-is-necessary to dispose of-some of-our stock. As-we-know just what you use, we-can, if-you-like, select a dozen cases and set them aside, and you-can take same as-soon-as you-are ready. How-many shall we set aside? Shall we despatch a dozen specially nice cases?

Yours,

LESSON 10.

VOWEL INDICATION.

50. A vowel cannot be read *before* an initial circle or loop (see paragraphs 36, 42, 46). It follows, therefore, that when a word *begins* or *ends* with a vowel, a *stroke* consonant must be employed, and not a circle or loop; thus ask, assail, asleep, rosy, daisy, dusty, honesty. Compare these words with sack, sail, sleep, rose, days, dust, honest.

51. A vowel cannot be shown *between the letters* expressed by a loop. The *separate* letters, therefore, and not a loop, must be written in such words as beset, tacit, reside, pasture, visitor. Compare these words with best, taste, raised, pastor, investor.

52. The stroke *s* is written at the *beginning* of a word when *s* and a vowel form a *syllable* and are followed by another vowel, or by *s* or *z*; thus science, Siam, sighing, saucer.

53. The stroke *s* is written at the *end* of a word when the syllable *-ous* is immediately preceded by a diphthong; as tortuous, joyous.

54. The stroke *s* is retained in compound words like saw-mill, saw-dust, sea-beach, sea-gull.

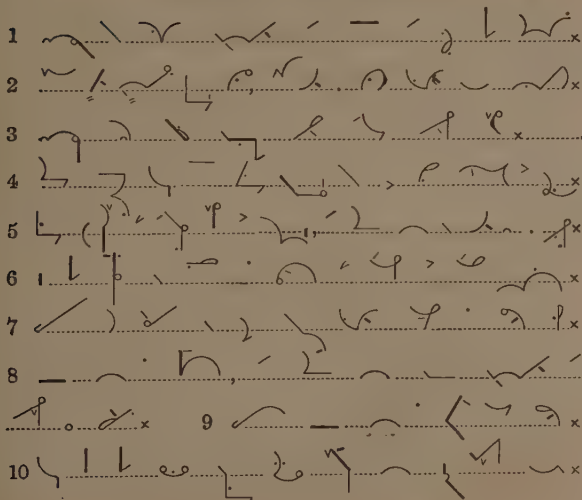
55. It will be seen from the foregoing rules, and from the rules for writing R (paragraph 15), that the *outline*

of a word frequently indicates the *presence* or *absence* of a vowel, and that, therefore, the writer may safely omit an initial or final vowel in very many words. Thus, he need not insert the initial vowel in words like *ask*, *assume*, *arise*, because the outline in each case indicates a preceding vowel. Nor need he insert the final vowel in such words as *rusty*, *policy*, *carry*, *summary*, because the outline indicates a final vowel in such words.

56. An *unaccented short vowel*, in the middle of a word, may usually be omitted; thus *absence*, *business*, *customer*, *resign*, *delayed*, *officer*, *disposal*.

Exercise 46.

Read, copy, and transcribe.



Exercise 47.*Write in Shorthand.*

Sir:

*When can you ship us-the acid we bought last-month?
 You said we should-have-it by Wednesday the 10th
 at-the latest. We-are as busy as-we-can-be just-now,
 and-the delay is causing much annoyance to-our cus-
 tomers, as-well-as loss to-ourselves. Are you uneasy
 as-to-the bill? If so, we-can mail you cheque on receipt
 of-the invoice. We rely on-you to ship the stuff by an
 early steamer, and-we assume you-will write us to-morrow.*

Yours,

GRAMMALOGUES AND CONTRACTIONS.

*language or owing, thing, young,
 anything, nothing, something, or,
 your, year.*

PHRASEOGRAMS.

*I am sorry, we are sorry, you
 may as well, yours respectfully, respectfully yours.*

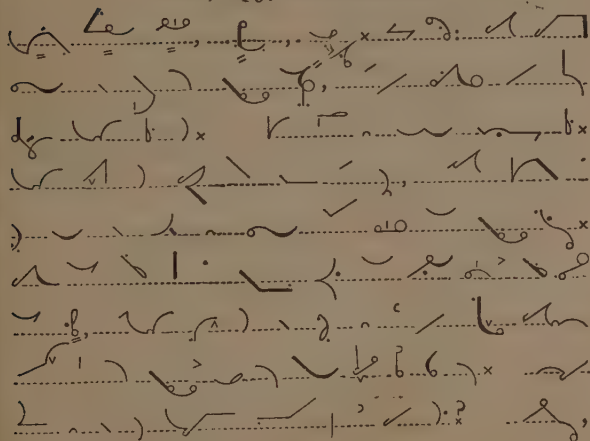
Exercise 48.*Read, copy, and transcribe.*

*language or owing, thing, young,
 anything, nothing, something, or,
 your, year.*

*I am sorry, we are sorry, you
 may as well, yours respectfully, respectfully yours.*

Exercise 49.*Write in Shorthand.*

1. *I-am-sorry I-can-do nothing to assist the Society just-now.*
2. *You-may-as-well take up-the language now as next year.*
3. *If-you-are to-make anything of-yourself you-will-have to-do-something this year.*
4. *Have-you seen-the new house which Robson has bought by-the beach?*
5. *I-think it-was an unwise thing to buy so large a house just-now.*
6. *What does young Jackson say?*
7. *Does he think it-was a wise thing to-do?*
8. *We-are-sorry to see Jackson is to-leave-the city next year.*

Exercise 50.*Read, copy, and transcribe.*

Exercise 51.

Write in Shorthand.

Spencer & Reed,
Edinburgh.

Sirs :

Each season in-the past six years we-have bought your books of science and-have-had to pay excessive rates on-same. We emphasize this fact because if-we-are to-make a success of-our business we-must sell the books at low rates. Can you suggest how we-may get-the charges reduced, or can you in-any-way assist us in reducing-the cost of-the books ?

Yours-respectfully,

Exercise 52.

Write in Shorthand.

Massey & Doyle,
Belfast.

Sirs,










We-have-yours of-the 20th, and you-may rely on-the policy being in-your custody by Saturday. We-have-seen-the assessor to-day and-have induced him to-sign-the necessary forms. We-are-sorry to-have-had such a delay in-this-case, but-we-have-had to-move cautiously so-as-to insure success.

Yours-respectfully,

LESSON 11.

REVIEW.

57. The following is a brief review of the rules given in the last four lessons :

- (a) The circle *s* is written *backward* to a *straight letter*, *inside* a *curve*, and *outside* of an *angle*.
- (b) The loops *st* and *str*, and the circles *sw* and *ss* follow the *same rule of writing* as the circle *s*.
- (c) A circle or loop is always read *first* at the *beginning* of a word, and *last* at the *end*.
- (d) A *stroke* consonant must be written when a word *begins* or *ends* with a *sounded vowel*.
- (e) The stroke  is written in the *same direction* as the *circle* and *curve* which it precedes or follows.
- (f) The word *the* may be joined to a preceding word by means of a light tick.
- (g) The *sw* circle is used in phrasing to express the words *as we* ; and the *ss* circle is used to express the two *s's* in such phrases as  in this city.
- (h) Upward *æ* is written in words like  *roar*,  *aware*,  *sincere*, in order to avoid an awkward outline.
- (i) The *stroke s* is the *first sign* to be written in words *commencing with s-vowel-s*, and it is the *last sign* to be written in words *ending with a diphthong* followed by *-ous* ; as  *saucer*,  *joyous*.
- (j) The *initial* or *final vowel* may be indicated by the *outline* in such words as  *argue*,  *arrive*,

acid, misty, jury, salary

(k) An unaccented short vowel in the middle of a word may usually be omitted.

Exercise 53.

Read, copy, and transcribe.

- 1 / o / — / o / o (u x
- 2 n L (— 6 > o o o p x
- 3 / o / / o / > (' o l ' u x
- 4 /) e (o o / / — x
- 5 n b o o L , i y o /
w —) — h o w x
- 6 h / o / / h u y e x
- 7 / / e l s u p x
- 8 / e o l / — e o l x
- 9 e o > / / p h i x
- 10 , w e i (e) (u a x
- 11 h u m o — e x
- 12 , i — y r / u , w x
- 13 y o — / / , / — l x
- 14 h u 3 / / o , o e x
- 15 y — / > a / / / v x
- 16 l (o) / o / / w x

Exercise 54.









Write in Shorthand.

1. *It ought-to be our wish to-do all-we-can to assist them.*
2. *Oh! yes, they-may all come to see us, if-they wish.*
3. *I-shall ask him to-speak to-them, and give them a special lesson when-they come.*
4. *Those-who know-the best, say it-is an easy language.*
5. *I-myself have a much different view; and-I-must own it-was beyond-me to-master it.*
6. *I-shall-be happy to see each youth take a different lesson, and-we-shall-see which does-the best.*
7. *We-had almost to force him to use his influence in-the-case, and-I-fear it-is of no use now.*
8. *I-must ask-them to-go to-the city themselves and see to-it.*
9. *Can-we-do nothing to assist the youth?*
10. *I-shall-be happy to-do anything you think best.*
11. *I-must-say I-think-we ought to-do-something.*
12. *I-am-sorry to say you-may-as-well give it up.*
13. *If-his cousin is to-come also, as-is supposed, I-shall-be-most happy.*
14. *We-are-sorry to know you-are to-leave Dundee.*
15. *We-shall-have to-go ourselves and see-the thing.*
16. *What-do-you think-they-will-do when-they see we-had to-take a special car?*
17. *I-think-they-will stay away, because of-the cost.*
18. *Do-you know-the name of-the vessel in-the dock?*









LESSON 12.










INITIAL HOOKS TO STRAIGHT STROKES.

58. A small initial hook, written in the *opposite* direction to that taken by the hands of a clock, adds *l* to the straight consonants \ \ | | // — — thus forming a series of *double* consonants; as

       
pl bl tl dl chl jl kl gl









































59. A small initial hook, written in the *same* direction as that taken by the hands of a clock, adds *r* to the same consonants, thus

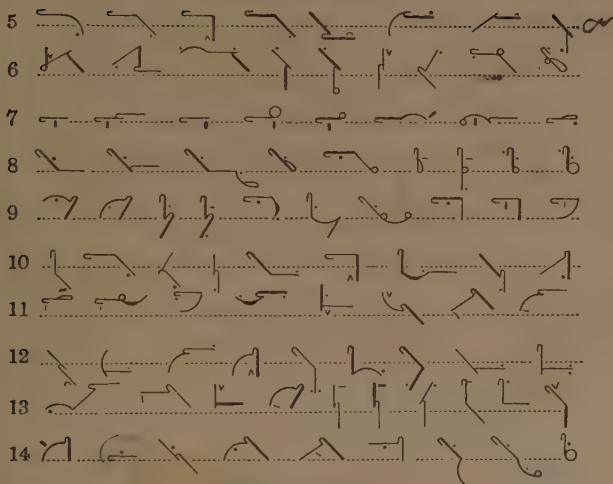
       
pr br tr dr chr jr kr gr

60. These double consonants are named *pel* (as in *people*), *per* (as in *taper*), etc., to distinguish them from outlines formed by the separate letters, as  (*pee-el*),  (*pee-ar*). Vowels are placed and read to these double consonants just as they are to single consonants; thus  *cup*,  *couple*,  *coupler*,  *ap-
ply*,  *press*,  *impress*,  *impressing*.

Exercise 55.

Read, copy, and transcribe.

1          
 2          
 3          
 4          

**Exercise 56.****GRAMMALOGUES.**

apply, *people*, *by all*, *able*, *belief*
 or *believe-d*, *at all*, *tell*, *till*, *deliver-ed-y*.

Write in Shorthand.

1. *If-you-will apply to Major Gray he-may-be-able to-tell-you.*
2. *The Major's story is believed by-all the people of-the county.*
3. *We hope to be-able to-deliver-the cases to-morrow.*
4. *We-do our best at-all costs to-make delivery when promised.*
5. *Have-you delivered-the blue and black cloth to Briggs and Baker?*
6. *Tell-the auditor to-take-the ledger and see what Peters owes.*
7. *What-is-the least price at-which-you-can deliver your brass paste in glass bottles?*

LESSON 13.

INITIAL HOOKS TO CURVES.

61. A *large* initial hook adds *l* to any curved consonant *except* \frown *l*, \smile *r*, \rangle *s*, \rangle *z*, \smile *zh*, \smile *ng*; thus

\frown *fl* \frown *vl* \frown *th'l* \frown *th'l* \smile *sh'l* \smile *ml* \smile *nl*

62. A *small* initial hook adds *r* to any curved consonant *except* \frown *l*, \smile *r*, \rangle *s*, \rangle *z*; thus

\frown *fr* \frown *vr* \frown *thr* \frown *thr* \smile *shr* \smile *zhr* \smile *mr* \smile *nr*

63. The sound *ng-r*, as in \frown *singer*, \frown *wringer*, is comparatively rare; hence, the sign \smile is used to represent the more common sounds of *ng-kr* and *ng-gr* as heard in the words \smile *banker*, \smile *thinker*, \smile *finger*, \smile *linger*. The double consonant *sh l* is almost always written upward, as \frown *official*; while *sh r* \smile is GENERALLY written downward, as \smile *pressure*.

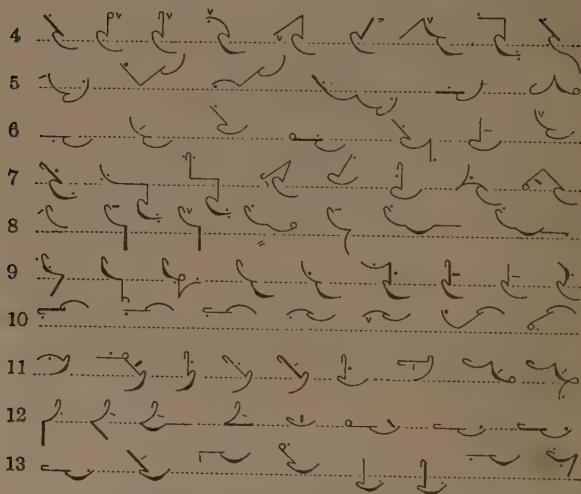
Exercise 59.

Read, copy and transcribe.

1 \frown \frown \frown \frown \frown \frown \frown

2 \frown \frown \frown \frown \frown \frown \frown

3 \frown \frown \frown \frown \frown \frown \frown



GRAMMALOGUES AND CONTRACTIONS.

for, over, ever-y, valuation, evil,
 other, more or remark-ed, remarkable-y,
 mere or Mr., nor or in our, near,
 initial-ed-ly.





Exercise 60.

Write in Shorthand.

1. *The remarkable affray is over, and every wise thinker is pleased with-the initial success of-the valuation policy.*
2. *As Mr. Frank Floyd remarked, the effects of an evil measure may last for-ever.*
3. *We saw Mr. Tinker, the banker, in Bristol on-Friday.*
4. *He-was near-the flower stall in Dover Avenue; but-we-have-seen nothing of-him since, nor-have-we-had any business in-the bank.*











5. *We-know no-more.*
6. *No, we-had no other talk with Mr. Tinker, beyond a mere remark on-the state of business.*
7. *The banker was remarkably nervous, it-is-said, but brimful of energy, hopeful, and ready, you would think, to conquer any trouble or adversity.*
8. *Oh, yes; he-was a total abstainer, and drinkers were simply offensive to-him.*










PHRASEOGRAMS.










 your favor,  I am in receipt of your favor,
 in reply,  in reply to your favor.










Exercise 61.

Read, copy, and transcribe.

a  :         



b  :  29       

c  :  6       


d  :  4       









LESSON 14.







INITIAL HOOKS TO CURVES (Concluded).























64. The curves  *r* and  *s*, not being hooked for *l* or *r* (see paragraphs 61 and 62), are hooked to provide extra forms for *fl* and *fr*, and *thl* and *thr* respectively, the signs thus obtained being thickened for the corresponding heavy consonants; as

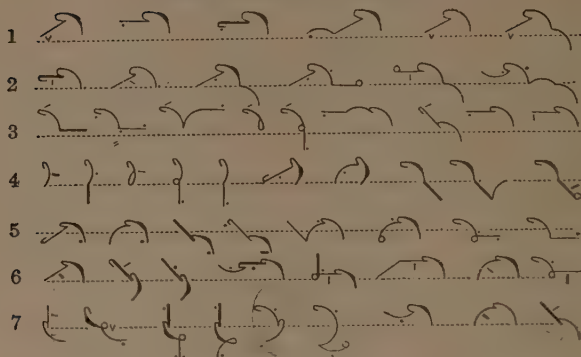
 *fl*  *vl*  *fr*  *vr*  *thl*  *thl*  *thr*  *thr*

The initial hook to  *l* is explained in a later lesson.

65. (a) The left curves for     etc., are employed when they *stand alone* and are preceded by a vowel; as  *aflow*,  *evil*,  *offer*,  *author*.

(b) The right curves    etc., are employed when they stand alone and are *not* preceded by a vowel; as  *flow*,  *free*,  *throw*.

66. When joined to another stroke consonant, the form is used which gives the better joining. The following illustrations will serve as a guide to the students:  *flap*,  *flighty*,  *sledge*,  *fluffy*,  *floor*,  *flake*,  *flag*,  *flame*,  *arrival*,  *muffle*,  *rival*,  *inflamm*,  *Fred*,  *average*,  *froth*,  *Jefferson*,  *verb*,  *freak*,  *throb*,  *Dover*,  *coffer*,  *laughter*.

Exercise 63.*Read, copy and transcribe.***GRAMMALOGUES.**

\ from, \ very, \ however, \ they are,
) their or there, \ through or threw, \ therefore,
 \ principle or principal-ly, \ liberty, \ member
 or remember-ed, \ number-ed.

Exercise 64.*Write in Shorthand.*

1. *It-was, however, through their principal member the firm was able to secure the business in leather.*
2. *They-are likely to-succeed.*
3. *It-is very true, but it-seems almost incredible there -should-be such a large-number of-members in-the club.*
4. *I-shall-be at liberty to-morrow from five o'clock to six, and-I-shall, therefore, be-pleased to see-you if-you-can give me a call at-my house.*
5. *I-remember-the cases, and-they-were numbered 25 to 40.*
6. *I-have-seen-the packer, too, and he remembered-the numbers easily.*
7. *He agrees with me, and you-may, therefore, take-the numbers as right.*
8. *They-are very easily remembered.*

PHRASEOGRAMS.

Very truly yours, early reply, your
 reply, I am very sorry, I shall be pleased.

Exercise 65.

Read, copy, and transcribe.

a 2: ... 20 x

b 2: ... 40, ...

c 2: ...

d 2: ... 28

Exercise 66.

Write in Shorthand.

1. Novel, snivel, hovel, ruffles, influx, snowflake.
2. Phrase, phrases, phrased, paraphrase, freeze.
3. Thrice, thrusts, tethers, gathers, throngs, wafer.
4. Bather, bother, Arthur, clever, cleverly, cleverness.
5. Reefer, briefer, belfry, craver, rover, Bethel.
6. Lethal, breather, recover, cleaver, clover.
7. *Go right through-the principal avenue, and you-will-see Mr. Parker's house by-the side of-the river.*
8. *Follow the principles of-liberty through life, and you-will-be a true citizen and a worthy member of society.*
9. *Look your trouble bravely in-the face, and you-will very-likely discover a way to conquer it, however severe it-may-seem at-the first.*
10. *Remember, he who wavers in-his resolve is already half lost. Your aim is to-succeed in-your lessons. Therefore, be very firm, and go through-the exercises set for-you as-well-as you-can. They-are specially devised for-you.*
11. *Do-you remember-the number of Mr. Frederick's room at-the Waverley Hotel?*
12. *I-know-the price was high.*
13. *The frivolous clerk was-much flurried on-the arrival of-his employer. He should remember there-is a time for everything, and-it-is wrong to trifle during business hours.*

LESSON 15.

CIRCLES AND LOOPS PREFIXED TO INITIAL HOOKS.

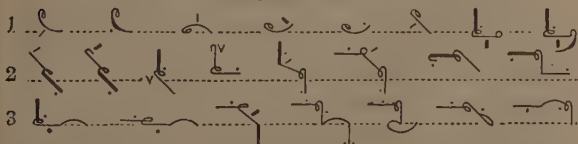
67 The circle *s* is prefixed to hooked curves and to straight consonants hooked for *l*, by writing the circle *inside the hook*; thus ^v cipher, ^v decipher, ^v sever, ^v dis sever, ^v signer, ^v designer, ^v civil, ^v peaceful, ^v sable, ^v disable, ^v settle, ^v pedestal, ^v sickle, ^v bicycle.

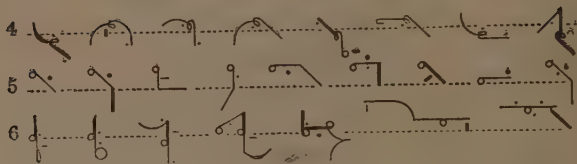
68. The circles *s* and *sw* and the loop *st* are prefixed to straight consonants hooked for *r*, by writing the circle or loop on the *same side as the hook*, so that the circle or loop may be supposed to include the hook; thus ^v upper, ^v supper, ^v sweeper, ^v steeper, ^v prosper, ^v eater, ^v sitter, ^v sweeter, ^v stouter, ^v destroy, ^v ochre, ^v soaker, ^v stoker, ^v swagger, ^v jack-screw.

69. When a circle and hook occur medially at an angle, both circle and hook *must be shown*; thus ^v pastry, ^v clasper, ^v extra, ^v mistrust, ^v lustrous, ^v reciter, ^v listener. When ^v or ^v follows *t* or *d*, it is written thus; ^v Tasker, ^v tusker, ^v disgrace.

Exercise 67.

Read, copy, and transcribe.



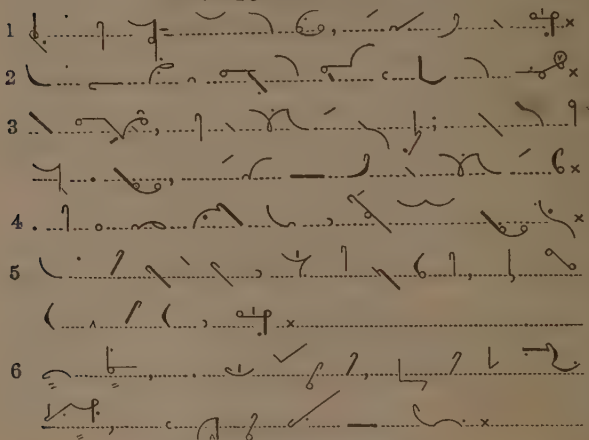


GRAMMALOGUES.

1 strength, 1 try, 1 truth, 1 true, 1 chair,
 1 cheer, 1 larger, 1 journal, 1 children,
 1 largely, 1 care, 1 sure, 1 pleasure,
 1 surprise, 1 surprised.

Exercise 68.

Read, copy, and transcribe.



PHRASEOGRAMS.

1 I can assure you, 1 I regret, 1 I am
 surprised.

Exercise 69.

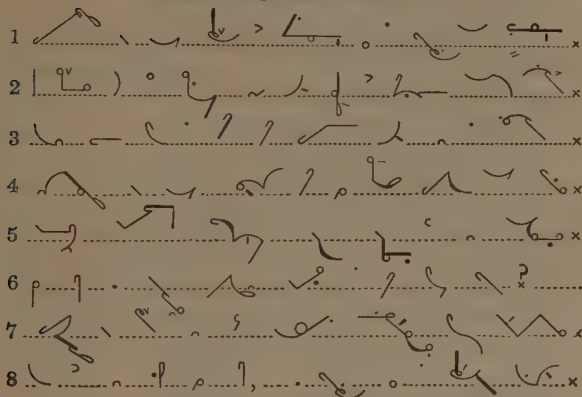
Write in Shorthand.

*Dear-Sir: In-reply-to-your-favor of-the 14th, your
 cycles shall-be-delivered as early next month as I-can*

possibly get *them* out. *I*-regret *I*-am-unable *to*-deliver sooner, and *I*-can-assure-you *it*-would-be a pleasure to oblige-you *if*-possible. *I*-am-surprised to know you have still *to*-see-the new saddles, and-*I*-am mailing you half a dozen samples *to*-day. Yours-respectfully,

Exercise 70.

Read, copy, and transcribe.










Exercise 71.








Write in Shorthand.












1. Noticeable, stater, stager, stitcher, stutter.
2. Passable, classical, blissful, displace, rasper.
3. Deceiver, expresses, satchel, suckle, supplies.
4. Safer, sever, sufferance, *upspring*, supersede.
5. Scribe, suitor, streak, spruce, straw, strays.
6. Sadder, supreme, string, scraper, strainer.
7. *We*-are-sorry *to*-have *to* destroy the claim.
8. *I*-am-surprised you-should suppress it.
9. *I*-can-assure-you *I*-have seldom seen him.
10. *I*-regret *to* see so strong a case *on*-the other-side.
11. *It*-may-be a struggle, but-*we*-shall scramble through.
12. *I*-am-sure you would-do nothing dishonorable.









LESSON 16.









N AND F HOOKS.







70. A small final hook, written in the *same* direction as that taken by the hands of a clock, adds *n* to any straight consonant; thus  *pain*,  *tone*,  *chain*,  *coin*,  *run*,  *won*,  *hen*.

71. A small final hook, written in the *opposite* direction to that taken by the hands of a clock adds *f* or *v* to any straight consonant; thus  *pave*,  *tough*,  *chafe*,  *cough*,  *rough*,  *wove*,  *heave*.

72. A small final hook, written *inside* the curve, adds *n* to any curved consonant; thus  *fain*,  *oven*,  *thin*,  *thine*,  *assign*,  *zone*,  *ocean*,  *mine*,  *known*,  *loan*,  *earn*.

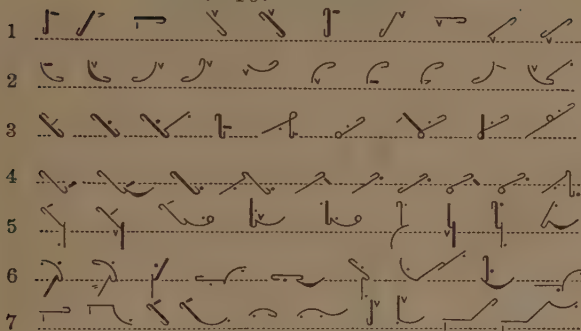
73. The *n* and *f* hooks may be employed medially when they join easily with the following stroke; thus  *punish*,  *training*,  *coining*,  *runner*,  *paving*,  *deafness*,  *chafing*,  *refer*.

74. A hook at the end of a word is always read *last*; so that when a word ends with a *sounded vowel*, a stroke consonant must be written; thus  *pony*,  *deny*,  *honey*,  *puffy*,  *coffee*,  *funny*,  *shiny*,  *money*. The student should refer again to paragraph 55, when he will see that what is there said with regard to *vowel indication* applies to the present paragraph also.

75. Final *r*, when hooked, is generally written *upward*; as  *born*,  *turn*,  *adjourn*,  *corn*,  *turf*,  *scarf*.

Exercise 72.

Read, copy, and transcribe.

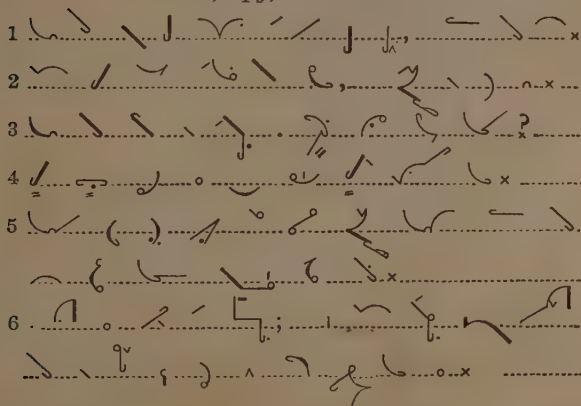


GRAMMALOGUES AND CONTRACTIONS.

happen, upon, been, had been, done,
down, general-ly, often, Phonography,
phonographer, phonographic, have been,
within, southern, northern.

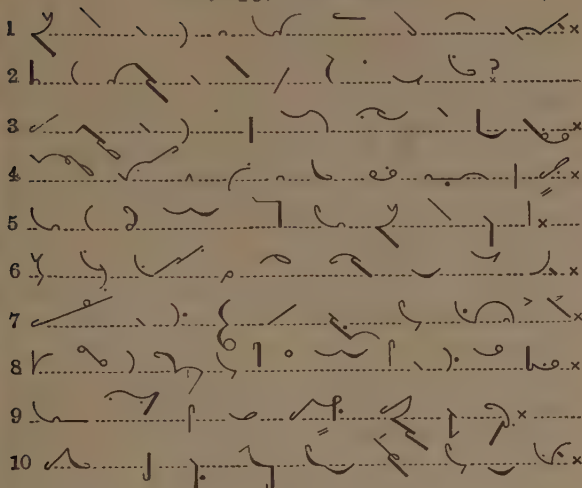
Exercise 73.

Read, copy, and transcribe.



Exercise 75.

Read, copy, and transcribe.








Exercise 76.











Write in Shorthand.









1. Wooden, maintain, bacon, taken, spoken, restrain.
2. Abandon, banish, opening, winner, millinery.
3. Cuff, buff, dove, chief, rave, calf, serf.
4. Striving, driving, provoke, defeat, davit.
5. Balloon, Japan, flown, kitchen, coffin, disdain.
6. Syphon, saloon, none, spurn, marine, churn.
7. *If-you-labor beyond-your strength you-will-have to see-the doctor.*
8. *Ask your cousin Fanny to favor us with a song.*
9. *I-am-sure you-will like Phonography when you begin to-learn it.*
10. *Would you care to-take-the-chair at-the gathering?*
11. *I-think-the General was within his rights.*
12. *We often go down to see Dr. Sutton at-the beach.*















LESSON 17.

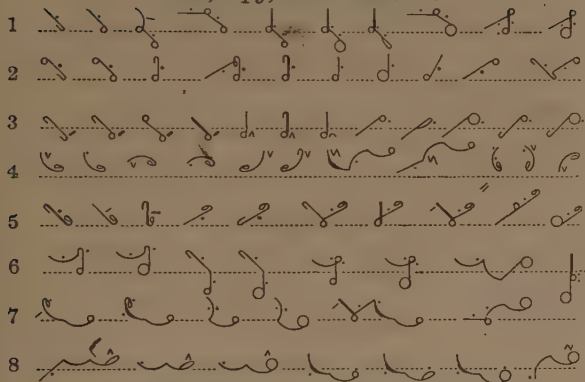
CIRCLES AND LOOPS ADDED TO FINAL HOOKS.

76. A circle or loop is added to the hook *n* attached to *straight* consonants, by writing the circle or loop on the *same side* as the hook; thus  *Dan*,  *dance*,  *dances*,  *danced*,  *Dunster*.

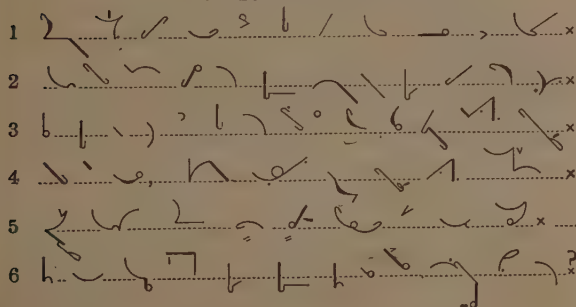
77. A *medial* circle represents *s* only; so that when *ns* occurs in the middle of a word, both letters must be shown; thus  *dancer*,  *Spencer*,  *ransom*,  *winsome*,  *pencil*,  *density*,  *cancer*,  *fencer*,  *rancid*,  *ransack*.

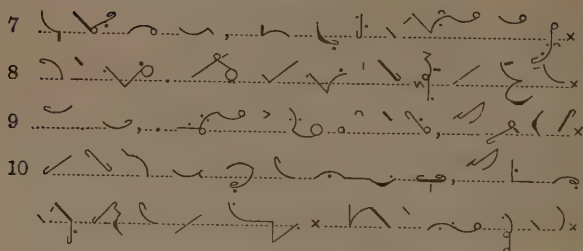
78. The circle *s* is added to the hook *f*, and to the hook *n* when attached to *curved* consonants, by writing the circle *inside* the hook; thus  *paves*,  *doves*,  *cliffs*,  *serves*,  *fines*,  *frowns*,  *moans*,  *loans*.

79. The sign  *ns* is used to represent the *light* sound of *ns* after a *curved* consonant; thus  *Vance*,  *romance*. The effect of this rule is that the outlines for related words of this class are kept regular in construction; thus  *mince*,  *minces*,  *minced*,  *mincing*;  *fence*,  *fences*,  *fenced*,  *fencing*;  *lance*,  *lances*,  *lanced*.

Exercise 77.*Read, copy, and transcribe.***GRAMMAMOLOGUES AND CONTRACTIONS.**

approve, behalf, above, out of,
 advantage, difficult, difficulty, which
 have, suggestion, suggestive, one,
 opinion, altogether, together, insurance.

Exercise 78.*Read, copy, and transcribe.*



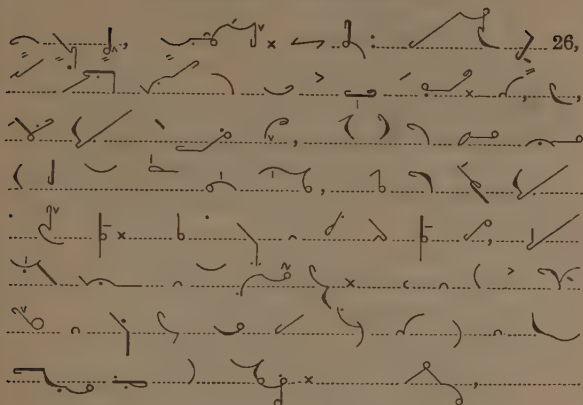
PHRASEOGRAMS.

at once, first class, for the first time,
 from first to last, in the first place.

Exercise 79.

Write in Shorthand.

- (a) Mr. Graves has, from first-to-last, given preference to-the new scheme of insurance for private residences. It-is a first-class office, and, if-you approve, he-says it-would-be an advantage for-you to-take-out a policy now. There-is-nothing difficult to arrange, and you-will-have-no-difficulty in obtaining references, should you desire them.
- (b) It-is, above all, necessary to-exercise vigilance in-the avoidance of risk in-this insurance business, and-with all deference to Mr. Graves, I disagree with-his opinion. In-the-first-place, he-is wrong in placing all-his risks in-one office; and, then, for-the-first-time during-the years I-have-known him, he-has, in-this-instance, dispensed with-the care he usually displays. I-think he-is altogether wrong.
- (c) It remains to be-seen how-the lancer behaves with-the reserves. If-he swerves from-the right, he-will-have to put up with-the rebuffs of-his fellows. He deserves success, and-if-he observes what I-have advised him, and proves his bravery, he-will soon win it.
- (d) The substance of-the charge against the youth was gone into, and-it-was shown he-was merely guilty of imprudence. Up to-the spring, he had borne a first-class name. We-were together at-the review.

Exercise 80.*Read, copy, and transcribe***Exercise 81.***Write in Shorthand.*

1. Bounce, bounced, bounces, trounce, trounced, trounces.
2. Bronze, bronzed, bronzes, prance, pranced, prances.
3. Hence, clowns, cleansed, cleanses, distance, distances.
4. Alliance, flounce, flounced, flounces, affianced, silenced.
5. Cleaves, grooves, starves, motives, sheriffs, tariffs.
6. Thrones, zones, lens, refrains, shuns, veins, nouns.
7. *Mr. James Burns,*

*Leicester.**Dear-Sir:*
































We ask your acceptance and perusal of the enclosed price-list of first-class wines from American grapes, which-we-are-now ready to offer our patrons at-prices far below those usually paid for foreign wines. Our customers have our assurance as-to-the purity, flavor, and general excellence of-these wines, and-they-may place the utmost reliance on our guarantee. It-has-been our aim from-first-to-last, to-maintain a name for wines of-the finest flavor, and-we-believe we-have-done this. May-we deliver-you a sample case?

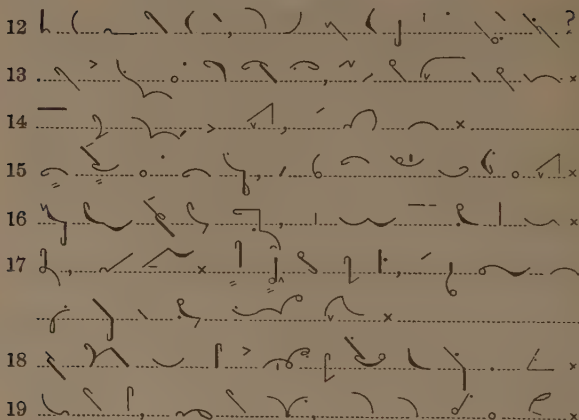
Yours-respectfully,

LESSON 18.

REVIEW.

80. The last six lessons may be summarized as follows :

- (a) The hooks *l* and *f*, when attached to *straight* letters, are written in the *opposite direction* to that taken by the hands of a clock ; as  *bluff*,  *cliff*.
- (b) The hooks *r* and *n*, when attached to *straight* letters, are written in the *same direction* as that taken by the hands of a clock ; as  *brain*,  *crown*.
- (c) The hook *l*, when attached to a *curved consonant*, is a *large initial hook* ; as  *fled*.
- (d) The hooks *r* and *n*, when attached to a *curved consonant*, are *small hooks* ; as  *frown*,  *shrine*.
- (e) The sign  represents the sounds *ng-kr*, or *ng-gr* ; as  *banker*,  *finger*.
- (f) When standing alone, the left curves     are used if a vowel precedes, and the right curves     if a vowel does not precede ; as  *offer*,  *author*,  *afrow*,  *fray*,  *throw*,  *flow*.
- (g) As a rule, the *right curves*   etc., are joined to strokes written *towards the right*, while the *left curves*   etc., are joined to strokes written *towards the left* ; as  *wafer*,  *Jeffrey*,  *average*.



Exercise 83.

Write in Shorthand.

1. *Shall you be in Barnsley this year or next?*
2. *Has your young brother done anything with-the French language?*
3. *How-much is owing on-the things you bought from Cliffs?*
4. *Do-you know anything at-all of-the remarkable Mr. Vance?*
5. *Do-you think Mr. France can be influenced in-his-favor?*
6. *I-am almost sure your Mr. Bright is a mere fraud.*
7. *I-think-it-is most-likely I-shall-be down on-the first of June.*
8. *Our picnic takes place as usual on-the first of next month.*
9. *Do-you think-you-are likely to-come?*
10. *I-shall call and see-you myself when-the time comes near.*

11. *Oh, yes, we-shall provide the music ourselves, as-is usual.*
12. *I-saw-the truck at-the door half an hour ago.*
13. *We-have-your-favor of August 10th, and-we-thank-you for-your early-reply.*

14. *Dear-Sir :*

Please favor us with a copy of-your-latest list of books suitable for prizes, and-oblige,

Yours-truly,

15. *Dear-Sir :*

I-am-in-receipt-of-your-favor of-Wednesday, and-in-reply beg to enclose-here-with copy of-our list of new books.

Respectfully-yours,

16. *Dear-Sirs :*

In-reply-to-your-favor of-March 30th, I-regret very-much the delay in-the delivery of-your candies and - preserves. I-have-had a breakdown in-the machinery, and hence the delay. I-trust you-will-favor me with your indulgence for a few-days more.

Yours-respectfully,

17. *Dear-Sir :*




I-have-yours of-the 16th, and-I-shall-see to-the dispatch of-the books in-time for-your purpose. I-am-pleased to know you have-had a busy season.







Yours-truly,





LESSON 19.





SHUN HOOK.









81. A *large* final hook expresses the light or heavy sound of *shun*, however spelled. The *shun* hook is written :

(a) *Inside* curves; thus  *fashion*,  *invasion*,  *nation*.

(b) On the side *opposite* to the hook, loop, or circle when added to a hooked, looped, or circled straight stroke; thus  *oppression*,  *attrition*,  *depletion*,  *deception*,  *suction*,  *discussion*.

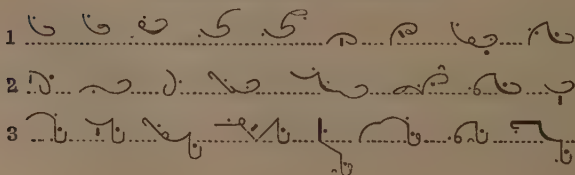
(c) *Away from the curve*, when added to *k* or *g* springing from the curves *f*, *v*, or upward *l*; thus  *fiction*,  *navigation*,  *location*,  *selection*.

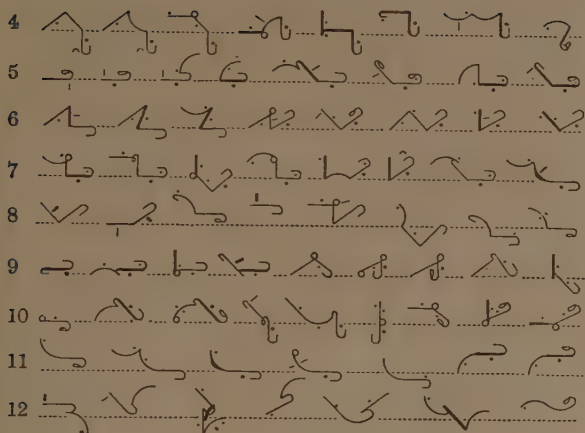
(d) On the *right* side of simple (that is not hooked or circled) *t*, *d*, or *j*; thus  *rotation*,  *dictation*,  *addition*,  *logician*.

(e) On the side *opposite* to the last vowel when added to a simple straight stroke *other than t, d, or j*; thus  *diction*,  *education*,  *passion*,  *option*,  *occasion*,  *action*. The circle *s* is added thus  *portions*,  *operations*.











Exercise 84.

Read, copy, and transcribe.



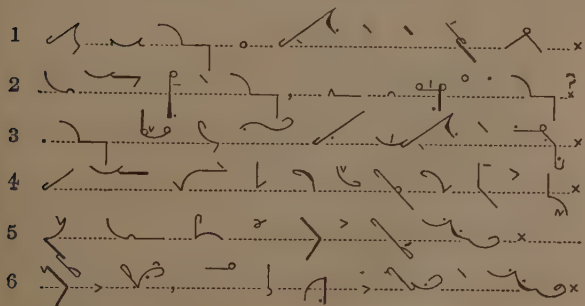


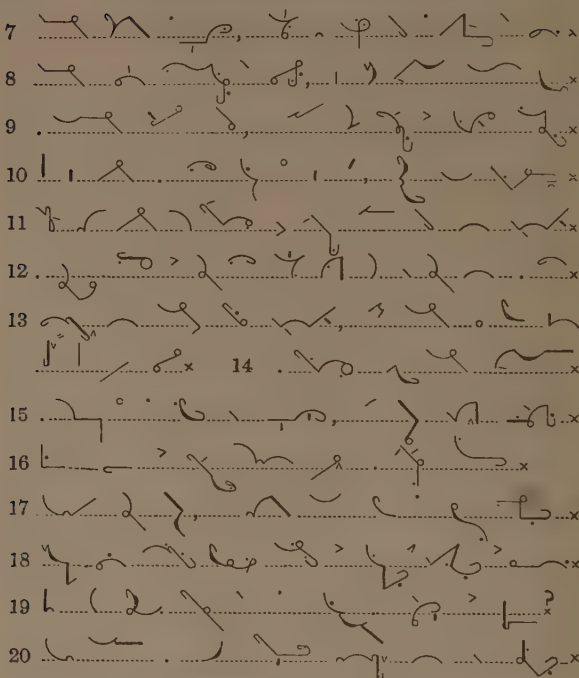
CONTRACTIONS.

 *architect-ure-al*,
  *neglect-ed*,
  *prospect*,
 *object-ed*,
  *subject-ed*,
  *expect-ed*,
  *unex-
pected*,
  *respect-ed*,
  *suspect-ed*,
  *inspect-ed-ion*.

Exercise 85.

Read, copy, and transcribe.





Exercise 86.

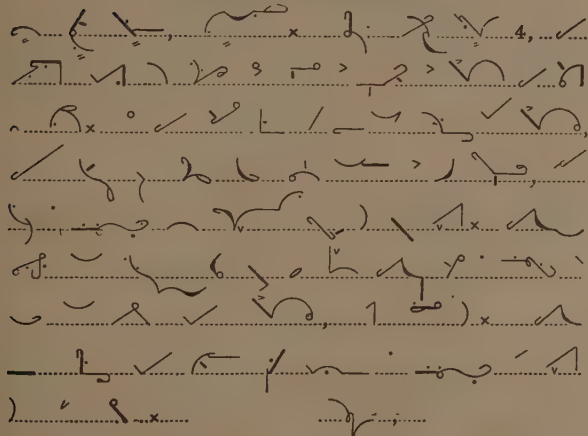
Write in Shorthand.

1. *If-you suspect-the truth of-the architect's assertion, go and see-the erection.*
2. *If-you neglect to object to-the trespass, you-will-have difficulty with-the prosecution.*
3. *You-should call unexpectedly and see them.*
4. *Is there any prospect of-the subject being taken for discussion in-the next session?*
5. *Does-the principal expect-the infection to spread?*
6. *By whose authority was-the auction carried on?*

7. *This-is-the first intimation I-have-had of-the affair.*
8. *You-will-have to put off-the recitations till-the inspection is over.*
9. *If-you have-no respect for-the-man you had better take exception to-his inclusion.*
10. *The degradation was unexpected, and-I-think-you-should offer some reparation for-your implication.*
11. *Now is-the time to prove your affection for-the neglected architect.*
12. *The subject has a strange fascination for a man of resolution who-has also a taste for invention.*
13. Tension, retention, population, designation.
14. Citation, sections, aggression, visitation, station.
15. Avocations, invocation, afflictions, flotation.
16. Capitation, repetition, editions, rations.
17. Apparition, extractions, aspirations, visions.
18. Visionary, commissioner, divisional, educational.

Exercise 87.

Read, copy, and transcribe.



Exercise 88.

Write in Shorthand.

Mr. John Benson,
Lancaster.







Dear-Sir :





We-are-in-receipt-of-your-favor of June 28th, and-we regret it-is out-of-our power to-make any reduction in-the price for-the installation of-the gas engines. We-have gone over-the specifications again, with-the view of acceding to-your wishes if-possible, but-the inclusion of a number of severe restrictions by-the architect forces us to-the retention of-the price already given. We-think on reflection you-will-see there-is every reason for our prices, and-we-trust to-receive-your commission to-proceed with-the job.

Respectfully-yours,

LESSON 20.

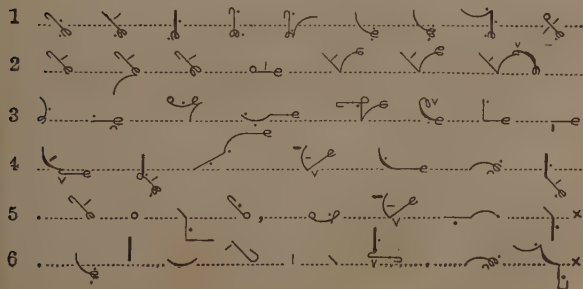
SHUN HOOK (Concluded).

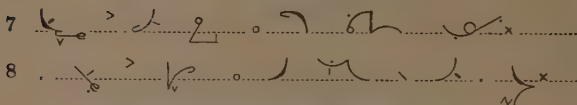
82. The sound of *shun* is expressed after the circle *s* by a *small hook*, formed by continuing the circle on the *other side* of the stroke; thus  *position*,  *dis-*
persation. A third-place vowel between the circle and the *shun* hook is expressed by the vowel-sign being written outside the hook; thus  *physician*,  *transition*. When the hook is left unvocalized a second-place vowel is to be read between the circle and *shun*; thus  *possessions*,  *sensation*. First-place vowels do not occur between *s* and *shun*. The circle *s* may be added to the hook, as in the preceding examples.

83. When a diphthong and a vowel occur between *shun* and the preceding consonant, the stroke *sh* and the hook *n* are written, and *not* the *shun* hook; thus  *situation*,  *tuition*. This does not apply to such words as  *punctuation*,  *perpetuation*, where, in order to avoid an awkward outline, the large hook may be taken to represent *-uation*.

Exercise 89.

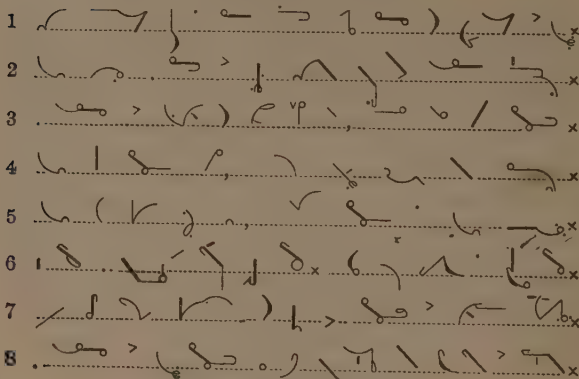
Read, copy, and transcribe.





GRAMMALOGUES AND CONTRACTIONS.

signify-ied-ficant, significance, signification,
 insignificant, insignificance, subscribe-d,
 subscription, balance, balances, balanced,
 deliverance, knowledge, acknowledged.

Exercise 90.*Read, copy, and transcribe.***Exercise 91.***Write in Shorthand.*

1. *If-you wish to subscribe, please signify the same.*
2. *The fact of-the authorization being refused was very significant.*
3. *We hope you see-the signification of-the insignificant remark.*
4. *The insignificance of-your subscription is sure to-raise a commotion.*
5. *Please acknowledge-the receipt of-the book on taxation.*

6. *Have-you any knowledge of-the people who superscribe the register?*
7. *Some of-the superscriptions are scarcely legible.*
8. *Are you in a position to subscribe to-the society?*
9. *Have-you-read-the depositions, and what-do-you think of-the accusation?*
10. *Your subscription may cause vexation and a sensation.*

PHRASEOGRAMS.

additional expense, additional cost,
 we are in a position, more and more,
 less and less, facts of the case.

Exercise 92.

Read, copy, and transcribe.

1
 2
 3
 4
 5
 6
 7
 8

Exercise 93.

Write in Shorthand.

1. *What-do-you know of-the facts-of-the-case?*
2. *Are you ready to-go to any additional-expense in-the-case?*
3. *You-must-remember the additional-cost may-be heavy.*
4. *We-are-in-a-position to-prove the valuation was unfair.*

5. *We have a very strong suspicion of-the Prussian's motives.*
6. *If-you-can tell us-the date of-the first petition, it-may assist us to form a decision on-the-facts-of-the-case.*
7. *We-suppose there-was a succession of petitions at-the instigation of-the Prussian.*
8. *We-think, from-the depositions, the man's language is actionable.*
9. *We see no extenuation for-his line of action.*
10. *If-you call to-morrow, we-can review the situation.*

Exercise 94.

Write in Shorthand.

Mr. G. E. Goschen,
Bolton.

Dear-Sir:

I-desire to-call your attention to-the balance of 14s 6d due by-you to-the New Dictionary Agency, for commission overpaid. You have already had a thorough explanation of-this balance from Mr. Reeves, and you-are, therefore, in possession of-the facts-of-the-case. I-can see no reason why you-should refuse to settle-the claim, and-I-trust to-receive a remittance by return post.

Yours-truly,

Mr. Harry Jones,
Aberdeen.





Dear-Sir:







On-the 20th of August you-wrote us to say we-had invoiced ten gross escutcheons at 8s 6d per gross, in-place of 7s 9d which-you said was-the price given by-our agent We-have-had our salesman's price-list in for examination, and-we see there-is-no-such price as 7s 9d for-the-number of escutcheons delivered to-you. In-addition-to-this, he-says he sold none at-all at-the-price you-mention. Your supposition, therefore, of an error in invoicing must-be wrong, and-we-must decline to allow you any reduction.





Respectfully-yours,










LESSON 21.





COMPOUND CONSONANTS.





84. (a) A *large* initial hook adds *w* to *k* and *g*; thus  quick,  Guam,  request,  sanguine.


(b) A *small* initial hook adds *w* to upward *l*, while a *large* initial hook adds *wh* to the same letter; thus  wile,  while,  wail,  whale,  weal,  wheel.






(c) *Thickening* a downward *l* or *r*, adds *r* to these letters; thus  fowler,  scaler,  sharer,  snorer.

(d) *Thickening m* indicates the addition of *p* or *b*; thus  pump,  bamboo,  empire,  embalm; but when *l* or *r* immediately follows *mp* or *mb*, the simple  is written; thus  employ,  impress,  emblem,  embrace.

(e) *Enlarging* the initial hook of *w*, indicates the addition of the aspirate *h*; thus  whistle,  whisk,  whip,  whirl.

(f) The compound consonant  may be hooked for *r*; thus  scamper,  slumber,  clamber.

85. The initial hook in *wl* and *whl* is read *first*; so that if a vowel *precedes w*, the stroke must be written, and not the hook; as  awhile.

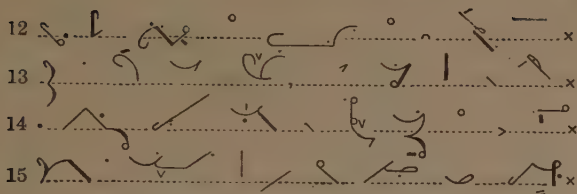
86. The compound consonants  *ler*,  *rer*, must *not* be employed when a vowel follows the *r*; so that the separate consonants are written in such words as  raillery,  foolery,  aurora, etc.

87. The remaining compound consonants of this series are vocalized like the single consonants, as in the examples given above.

<i>Letter.</i>	<i>Character.</i>	<i>Name.</i>	<i>As in.</i>
KW	⌋	kwā	<i>quick, request</i>
GW	⌋	gwā	<i>guava, lingual</i>
WL	⌋ (up)	wel	<i>wail, unwell</i>
WHL	⌋ (up)	hwel	<i>whale, whelp</i>
LR	⌋ (down)	ler	<i>feeler, nailer</i>
RR	⌋ (down)	rer	<i>poorer, sharer</i>
MP, MB	⌋	{ emp emb }	<i>camp, embalm</i>
WH	⌋	hwā	<i>where, whisk</i>

Exercise 95.*Read, copy, and transcribe.*

11 rows of shorthand practice on ruled lines. Each row contains several groups of characters for reading, copying, and transcribing. The characters are written in a cursive shorthand style.

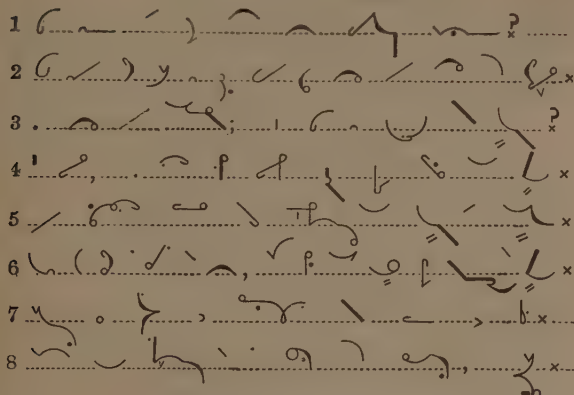


GRAMMALOGUES AND CONTRACTIONS.

will, while, important-ce, improve-d-ment, impossible, improves-ments, whether, unquestionable-y, yesterday, L January, February, November, United States.

Exercise 96.

Read, copy, and transcribe.

**Exercise 97.**

Write in Shorthand.

1. *It-will-be impossible to arrange such important improvements for-the first Monday in February.*
2. *You see how important it-is-for-you to see Mr. Wheeler.*

3. *I-fear-the importance of-the improvement will-be lost sight of in-the hurry of-the January business.*
4. *January will-be too near Christmas; we-must, unquestionably, have-the things done by November at-the latest.*
5. *Please write me whether you prefer to-come in January or in February.*
6. *While you-are-in Boston, it-will-be an unquestionable advantage for-you to-call on Mr. Fowler, and, as I-said yesterday, he-will-be-able to-tell-you-the cost of-the proposed improvement.*

Exercise 98.

Write in Shorthand.

Quinn & Fowler,

Liverpool.

Dear-Sirs:

Will-you please deliver to us as quickly as-possible five gross small bottles of-your liquid glue? We-are-surprised your traveller has missed us since last January. We-suppose he-has-been nowhere near our town, or he-would-have given us a call.

Yours-truly,






Exercise 99.
























Write in Shorthand.





1. Wolf, wolves, unwell, unwilling, willingness.
2. Wheels, where, whine, whisper, whisker.
3. Tearer, steerer, clearer, sneerer, borer, jeerer.
4. Scholar, foiler, viler, insular, chancellor.
5. Scamp, romp, shampoo, imbued, ambush.
6. Hamper, bequeath, quibble, quire, iniquity.
7. *We-are mailing you-the stamps to-day.*
8. *At-your-request we-will go to-the inquest.*
9. *Where can-we obtain a ruler like Mr. Wiley's?*
10. *If-you-are unwell, or unwilling to-go, you-may stay away.*
11. *They ought to-impose a heavy fine.*
12. *He struck me with an unwieldy bamboo.*
13. *It-would-be fairer to obtain a fresh shearer.*

LESSON 22.

TICK AND DOT *H*.

88. It has already been explained (paragraph 15) that the *downward h* is employed when *h* stands alone or is followed by a simple *k* or *g*; and that in most other cases the *upward* form of *h* is written. When the stroke *h* is used medially, care must be taken to write the circle of the *h* so that it cannot be mistaken for the circle *s*; thus  *behave*,  *adhere*,  *unholy*,  *unhook*,  *Mohawk*.

89. The downward *h* is contracted to a mere *tick* before   (upward) and , and before the heavy letters,   and ; thus  *home*,  *hale*,  *hair*,  *hemp*,  *hearer*. The tick is prefixed to   only when they are followed by a final vowel, as  *hussy*,  *hazy*. Where convenient, the tick *h* may also be prefixed to a straight downstroke hooked for *r*; thus  *Hebrew*,  *hydra*,  *hedger*. The tick *h* is always read *first*, and it is *never* used in the *middle* of a word. It may, however, be employed medially in *phrases*; thus  *in her own*,  *we have her own*,  *of her*,  *to her*,  *to hear the*.

90. When the stroke *h* would be inconvenient, the aspirate may be expressed by a light *dot*, placed *before* the vowel which is to be aspirated; thus  *manhood*,  *loophole*,  *misapprehension*,  *downhill*.














Exercise 102.*Write in Shorthand.*

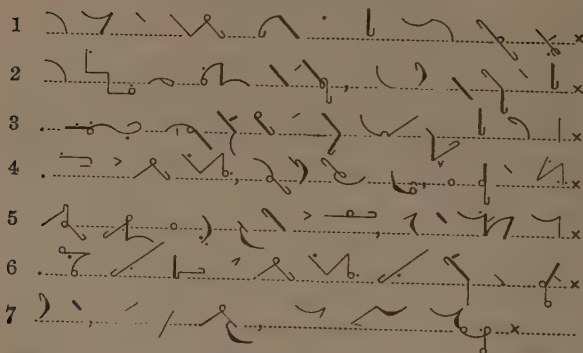
1. Hue, hoe, h^oa^x, hock, hag, hogs.
2. Hall, hull, helper, heal, whole, wholesome.
3. Hire, hirer, herb, hark, hearty, harness.
4. Whom, humane, humanity, hemp, hempen.
5. Hussy, heater, hitherto, hyperbole.
6. Upholster, incoherence, adhesion, boyhood.
7. *Mr. Henry Hopkins,*

*Hull.**Dear Sir:*

In-reply-to-your-favor of January 8th, we-have-the-pleasure to enclose-here-with sample of a stain which-will give your mahogany a very rich hue. We-have-no apprehension of failure in-your case, because we-do a big wholesale business in-this stain, which-is-in very general use. Joiners, upholsterers, and others, use it to heighten the effect when finishing high-class jobs, and-we-can assure-you-the stain always turns out well. We-trust to-hear from-you when you have given-the sample a test.

*Very-truly-yours,***CONTRACTIONS AND GRAMMALOGUES.**

	<i>perspective,</i>		<i>prospective,</i>		<i>productive,</i>
	<i>obstructive,</i>		<i>objective,</i>		<i>subjective,</i>
	<i>destructive,</i>		<i>respective,</i>		<i>irrelative,</i>
	<i>retrospective,</i>		<i>respectively,</i>		<i>defective,</i>
	<i>executive.</i>				

Exercise 103.*Read, copy, and transcribe.***Exercise 104.***Write in Shorthand.*

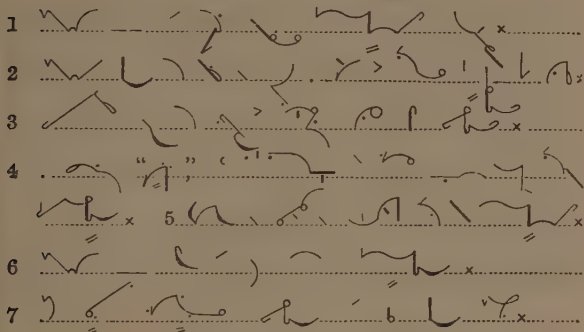
1. *There-is-nothing admirable in-the obstructive ways of-the respective parties, and-they-are both given to retrospective wisdom.*
2. *You know your objective, and you see how necessary a knowledge of perspective will-be, if-you-are to-please the executive.*
3. *They-were one and all advised to-give up their destructive ways, and to-repair the defective property.*
4. *The speaker said we-were all and each respectively liable to prosecution, if our counsel was productive of-trouble.*
5. *The subjective test was by-no-means properly taken, and-we-shall ask-the executive to insist upon a more thorough examination, irrespective of-the teacher's opinion.*
6. *The sketch shows the man's possession of taste, but it also proves his defective knowledge of perspective and a lack of-training.*

PHRASEOGRAMS.

*I hope you will, Monday morning,
Tuesday afternoon, yesterday afternoon
Wednesday evening.*

Exercise 105.

Read, copy, and transcribe.



Exercise 106.

Write in Shorthand.

J. Heaton & Sons,
Hammersmith.







Dear-Sirs:















I-beg to ask your attention to-the enclosed price-list and illustrations of-my high-pressure hydraulic pump, and-I-hope-you-will-favor me by a close examination of-the same. Should there-be any likelihood of-your being in-this neighborhood during-the next month, I-hope-you-will give me a call, when I-shall-be happy to show you-the new pruning hook Mr. Heaton spoke of on Tuesday-afternoon last.






Very-truly-yours,













LESSON 23.

UPWARD AND DOWNWARD *l*.

91. At the beginning of a word, *l* is generally written upward; but when *preceded* by a vowel, and *followed* by a simple horizontal letter, it is written downward; so that a downward *l* in such cases indicates the presence of an initial vowel; thus  *alike*, but  *like*;  *along*, but  *long*;  *elm*, but  *lamb*.

92. At the end of a word, *l* is generally written upward; but *after*    , and any straight upstroke, it is written downward if not followed by a vowel; so that a downward *l* in such cases indicates the absence of a final vowel; thus  *full* but  *fully*;  *vale*, but  *valley*;  *scale*, but  *scaly*;  *squall*, but  *squally*;  *yell*, but  *yellow*.

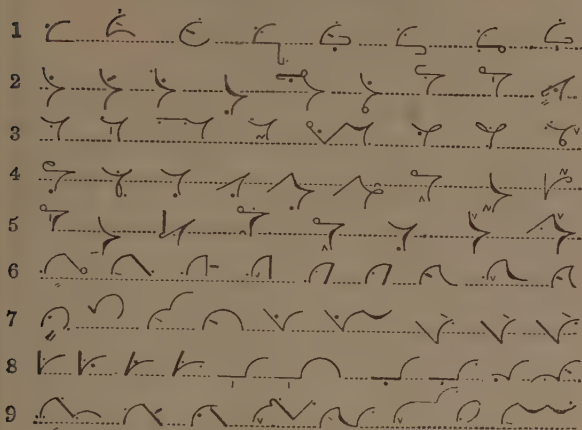
93. Final *l* is always written downward after  and ; thus  *nail*,  *only*,  *wrongly*.

94. The compound consonant  *ler* is used after those letters which would be followed by a downward *l*; thus  *fuller*,  *valor*,  *scaler*,  *squaller*,  *ruler*; while the sign  (*lr*) is used after those letters which would be followed by an upward *l*; thus  *paler*,  *tiller*,  *jailer*,  *cooler*,  *molar*.

The student should also refer again to paragraph 38.

Exercise 107.

Read, copy, and transcribe.










Exercise 108.
















































Write in Shorthand.

1. Elmira, Illinois, Alleghany, Allentown, Allendale.
2. Dansville, Knoxville, Jacksonville, Peekskill, Jonesville.
3. Newly, Manila, exceedingly, voiceless, facile.
4. Veal, admiral, yell, prevail, Seville, willingly.
5. Veil, fuel, fill, filler, foil, foiler, dual, Powell.
6. Deal, dealer, tall, taller, boil, boiler, pale, paler.
7. Atlanta, Alaska, Lincoln, Lancaster, Altoona.
8. Lexington, Lima, Milton, Toledo, Alpine, Salem.
9. Follow, volley, villa, rally, yellow, villain, felon.
10. Family, sickly, leisurely, loosely, Brazil, heavily.

CONTRACTIONS AND GRAMMALOGUES.

 abstraction,  obstruction,  subjection,
 objection,  destruction,  uniform-ity-ly,
 unanimity-ous.

Exercise 109.*Read, copy, and transcribe.*

1.      x
 2.       x
 3.       x
 4.       x
 5.       x
 6.       x
 7.       x
 8.       x

Exercise 110.*Write in Shorthand.*

1. What objection can you have to-the obstruction proposed?
2. We owe our advance to-the uniformity of-the lessons.
3. The subjection of-the enemy and-the destruction of-his ships were-only possible by strenuous labor.
4. His abstraction led to an obstruction on-the line.
5. We-are unanimous in-our-opinion as-to-the loss of-the vessel.
6. The uniformity of-his-life led to-his election as head of-the Executive.

7. *I hope you will induce them to remove the obstruction.*
8. *He gave lessons to the boy in architecture and architectural design.*

Exercise 111.

Write in Shorthand.

E. Lawson & Sons,
Leamington.

Dear-Sirs:

In-reply-to-your-favor of June 29th, we-enclose-herewith quotations for umbrellas of-the style you-require, and-we-feel sure you-will like both-the appearance and-the-prices. We-believe our umbrellas and parasols are unsurpassed for elegance of design and finish, as-well-as for length of wear. They-are immensely popular wherever they-are sold, because of-the excellence of-the make and-the reasonable prices at-which they are produced. We-shall-be-pleased to-tell our traveler to-call-upon you if-you desire it.

Respectfully-yours,

Exercise 112.

Write in Shorthand.

The Ellison Bicycle Store,
Elgin.



Dear-Sirs:













Referring-to-your-favor of-the 12th, the extra long seat pillar for Mr. Lonsdale's chainless bicycle will-be ready by Friday-evening at-the latest, and-will-be-delivered early on Saturday-morning. We-are exceedingly sorry to-learn of-the trouble you have-had through-the delay, but-we-can-assure-you it-is-impossible to-finish the job any sooner.






Very-truly-yours,

LESSON 24.

UPWARD AND DOWNWARD *R*.


95. The student has already learned (in paragraph 15) the general rule for the use of the upward and downward forms of *r*, and he has seen (in the same paragraph) that the object of the rule is *vowel indication*. Where, however, this object can only be gained at the sacrifice of ease in writing, experience shows that it is better to make an exception to the general rule, to disregard the vowels, and to use the outline which is more easily written, and, therefore, conducive to speed. Accordingly, it was pointed out (in paragraph 49) that *upward r* is written *after* a *straight* upstroke, and *after* a *curve* and *circle* like  or . The student is now desired to note that the *upward* form of *r* is also used, regardless of vowels, when it *precedes* *t, d, ch, j, th, kl, gl,* or *w*, and when it *follows* *ks, gs,* or *two descending strokes*; thus

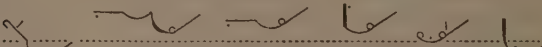
 *closer*,  *grocer*,  *aright*,  *arrayed*,
 *arch*,  *urge*,  *oracle*,  *argal*,
 *Irwin*,  *prepare*,  *Shakspeare*,
 *trampler*. It will be remembered, too, that final *r* when hooked (par. 75) is generally written upward.

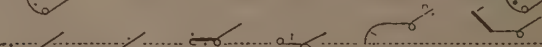
96. The compound consonant  *rer* is used where downward *r* may be used; thus  *fair*,  *fairer*; but  *aspire*,  *aspirer*.


Exercise 113.

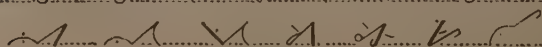
Read, copy, and transcribe.

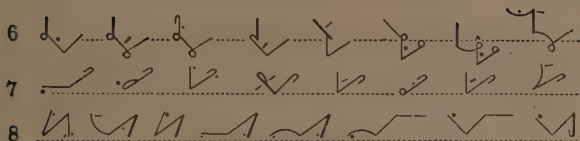
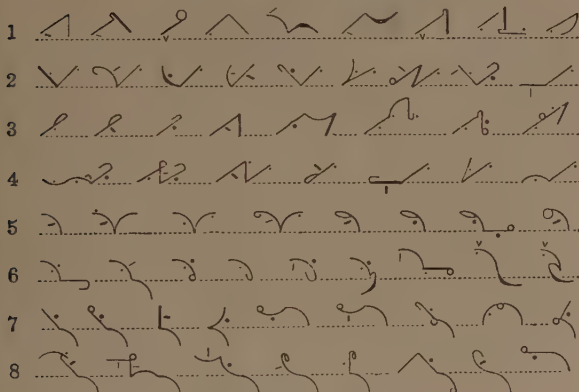
1. 

2. 

3. 














4. 

5. 


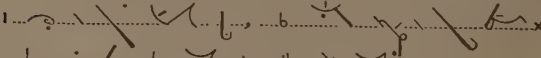
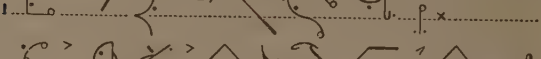
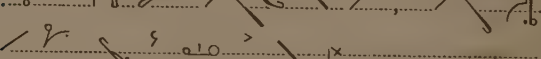

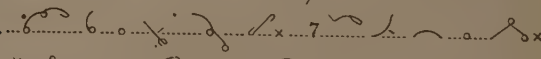
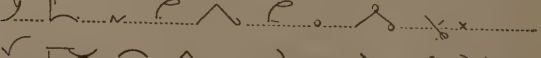
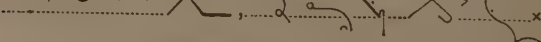
**Exercise 114.***Read, copy, and transcribe.***Exercise 115.***Write in Shorthand.*

1. Aspire, aspiration, debar, tippler, arranger, battler.
2. Adhere, mirror, career, ware, beware, unaware.
3. Taxer, glazer, adviser, grocery, answers, razor.
4. Burn, morn, yarn, barn, acorn, sojourn.
5. Rye, raw, rue, reign, wreath, ridge, wrench.
6. Auricle, origination, urging, erudition.
7. Air, airy, arm, orb, irrigation, aroma, ark.
8. Irish, irony, ironical, argue, arraign, era.
9. Jeer, injure, veer, tear, shear, adore, spear.
10. Unfair, polar, inspire, severe, glare, stir, burst.
11. Barrow, tarry, ferry, fury, summary, marine.
12. Dreary, dairy, saddlery, bureau, carry, narrow.

CONTRACTIONS.

 *Reverend*,  *regular*,  *irregular*,
 *public-sh-ed*,  *publication*,  *republic*,
 *republican*,  *repugnant-ce*,  *represent-ed*,
 *representation*,  *representative*,  *responsible-ity*,
 *irresponsible-ity*.

Exercise 116.*Read, copy, and transcribe.*


1. 
 2. 
 3. 
 4. 
 5. 
 6. 
 8. 
 9. 

Exercise 117.*Write in Shorthand.*

1. *The publication was sold to-the public by-the representative of-the Rev. Arthur Rose.*
2. *The story of-the republic, just published, shows how-the representatives saw their responsibility and refused to be led by irresponsible men to-the admission of-the repugnant principle of taxation minus representation.*

LESSON 25.

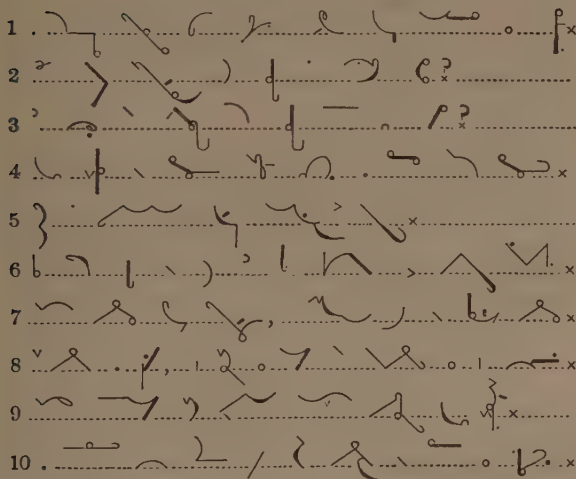
REVIEW.

97. (a) The *shun* hook is written: (i.) Inside curves; (ii.) when added to a hooked or circled straight stroke, on the side *opposite* to the hook or circle; (iii.) on the *under* side of *k* or *g*, when these letters follow *f* or *v*, and on the *upper* side of *k* or *g*, when these letters follow *upward l*; (iv.) on the right side of simple *t*, *d*, or *j*; and (v.) when added to a simple straight stroke *other than t, d, or j*, on the side *opposite* to the last vowel.
- (b) The *shun* hook is *not* written when *shun* is immediately preceded by a diphthong and a vowel.
- (c) When following the circle *s*, the sound of *shun* is expressed by a *small* hook.
- (d) The sound of *r* is added to downward *l* and downward *r* by *thickening* these letters.
- (e) The sound of *p* or *b* is added to *m* by thickening the letter.
- (f) A *large* initial hook adds *w* to *k* or *g*.
- (g) A *large* initial hook adds *wh* to upward *l*, while a *small* initial hook adds *w* to the same letter.
- (h) The aspirate *h* is added to *w* by enlarging the hook of the letter.
- (i) *H* is expressed by a *tick* before)) ((, and before the straight down-strokes hooked for *r*.
- (j) When the stroke *h* is not convenient in the middle of a word, the aspirate may be indicated by placing a *dot* before the vowel sign.
- (k) An *initial vowel* may be indicated in such words as *alike*, *along*, by writing the *downward l*; while a *final vowel* may be indicated in such words as *fully*, *scaly*, by writing the *upward l*.

- (l) As a rule, *downward r* is written when a word begins with a vowel followed by *r*; while *upward r* is written if a word ends with a vowel preceded by *r*; but to avoid an awkward outline, *either r* is written, irrespective of vowel.

Exercise 120.

Read, copy, and transcribe.



Exercise 121.

Write in Shorthand.

1. *The arrival of-our representative was altogether unexpected.*
2. *The regular source of-his supplies was insignificant.*
3. *The new taxation will swell the public revenue.*
4. *We wish the physician to-make a subjective and objective examination of-her eyes.*

5. *The representative of-the ruler wore a uniform of-gray.*
6. *The superscription was a miserable scrawl.*
7. *The discussion was productive of a significant increase in-the subscriptions.*
8. *Your views may-be repugnant to-the executive and-the regular members of-the club.*

Exercise 122.

Write in Shorthand.

James Perry &-Sons,
Chancery Lane, E.C.

Dear-Sirs:

If-you have-the least notion of an alteration in-the situation of-your business premises, we should like you to-call and-inspect-the new suite of offices we-have-just put up in Firth Avenue. There-can-be no better position in-the-city for a business like yours, and-we should-be-pleased to arrange an early lease at favorable rates.

Yours-respectfully,

Exercise 123.

Write in Shorthand.

Mr. Thomas Batty,
Roscommon.

Dear-Sir:









In response to-your inquiry, we-have-the-pleasure to enclose-here-with specimen pages of-our new "Star Library," with prices of-the books already published. We-shall-be-pleased to-deliver-the whole set to-you on receipt of half-the published price, the other half to be paid within six-months of-delivery; or, if-you prefer it, we-can make a liberal reduction for cash.

Yours-truly,

LESSON 26.

THE HALVING PRINCIPLE

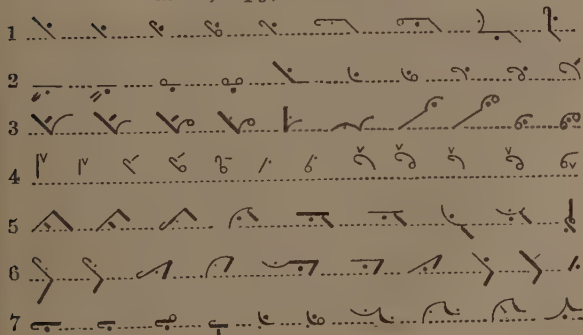
98. (a) Halving a *light* consonant indicates the addition of *t*; thus pack, packed; tree, treat, treats, streets; play, plate, plates.

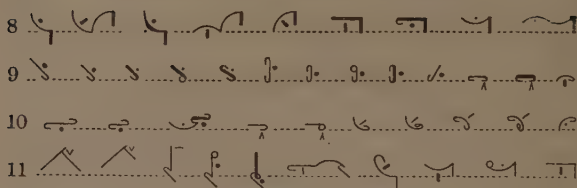
(b) Halving a *heavy* consonant indicates the addition of *d*; thus  *gray*,  *grade*,  *grades*;  *brew*,  *brewed*,  *broods*;  *rub*,  *rubbed*.

(c) A consonant which is *finally* hooked, or has a *finally-joined* diphthong, or which occurs in a word of *more than one syllable*, may (with rare exception) be halved to indicate the addition of *either t or d*; thus $\text{---}\backslash\text{---}$ pain, $\text{---}\backslash\text{---}$ paint or pained; $\text{---}\backslash\text{---}$ paints; $\text{---}\smile\text{---}$ men, $\text{---}\smile\text{---}$ mend or meant, $\text{---}\smile\text{---}$ mends; $\text{---}\smile\text{---}$ wave, $\text{---}\smile\text{---}$ waved, $\text{---}\smile\text{---}$ waft, $\text{---}\smile\text{---}$ wafts; $\text{---}\downarrow\text{---}$ painted; $\text{---}\square\text{---}$ credit; $\text{---}\backslash\text{---}$ proud, $\text{---}\backslash\text{---}$ feud.

Exercise 124.

Read, copy, and transcribe.



**Exercise 125.***Write in Shorthand.*

1. Lay, late, colt, pelt, tacked, decked, fight.
2. Enjoy, enjoyed, dodged, jade, goad, goads, dragged.
3. Shot, shots, night, caught, cut, cuts, bud, buds.
4. Spy, spite, stray, straight, mate, mates, notes.
5. Dry, dried, dread, broad, blade, blades, bread.
6. Pen, penned, spend, spends, gain, gained, grained.
7. Grant, grants, lend, lends, fine, find, finds.
8. Shaded, shredded, plated, skated, melted, related.

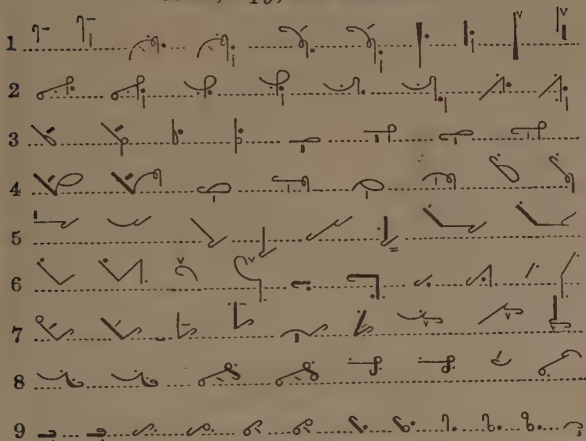
99. (a) Strokes of unequal length must not be joined unless the junction is clearly shown; thus, *checked*, *named*; but *cooked*, *animate*.

(b) Half-sized *t* or *d*, immediately following the consonant *t* or *d*, is always *disjoined*; thus *treated*, *dreaded*, *traded*, *edited*.

100. Half-sized *w* () is used as a contraction for the termination *ward*, *wart*, *wort*, and half-sized *y* () for *yard*; thus *backward*, *stalwart*, *dockyard*.

101. Final *t* or *d*, when followed by a *sounded* vowel, must be *written in full*; thus *fault*, but *faulty*.

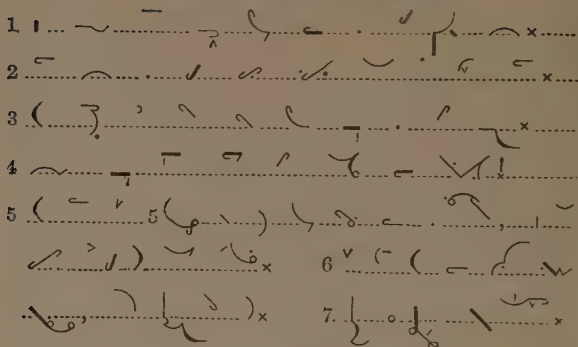
102. There is no *third position* for words whose outlines consist of half-sized letters only, or of horizontal letters joined to half-sized letters. When the vowel or principal vowel in such words is a *third-place* vowel, the outline is written in the *second position*; thus *tent*, *tint*, *kilt*, *colt*, *meted*.

Exercise 126.*Read, copy, and transcribe.***Exercise 127.***. Write in Shorthand.*

1. Doubted, doted, credited, obtruded, imitated.
2. Roast, roasted, arrested, fasted, dusted, lasted.
3. Downward, southward, rearward, stock-yard.
4. Pit, pity, body, giddy, mite, mighty, witty.
5. Rain, rained, rent, rents, learnt, parent.
6. Cough, coughed, craft, crafts, vent, vents.
7. Lodged, bridged, waged, grudged, hinged, dredged.
8. Patted, sifted, wounded, indeed, sounded.
9. Print, prints, tint, tints, wound, wounds.

GRAMMALOGUES.

..... quite, — could, accord-ing or according to or
 cart, — cared, guard, — great, called, — cold or
 equalled, — gold, cannot, gentleman, / gentlemen,
 happened, particular, \ opportunity, child.
 not, approved, applied.

Exercise 128.*Read, copy, and transcribe.***Exercise 129.***Write in Shorthand.*

1. *I cannot quite see how the gentleman could have called sooner.*
2. *The particular account you name shall be settled on the first opportunity.*
3. *I happened to be in when the child changed the note for gold.*
4. *He had a great coat to guard him, so he cared nothing for the cold.*
5. *We cannot be wrong in according the gentleman a hospitable reception on this particular opportunity.*
6. *The men stood on guard beside the great cart which was loaded with gold for the bank.*
7. *If this gentleman's talents had equalled his audacity, I know not what might have happened.*
8. *The little child knelt down and asked the great God to guard him through the dreaded night.*
9. *The gentleman had a rooted objection to the treatment he received.*

103. The halving principle is employed for the indication of the words *it*, *not*, *word* and *would*, in phrases like the following : I am not, I do not or I had

LESSON 27.









THE HALVING PRINCIPLE (Concluded).

104. The four consonants \frown \smile \frown \smile , besides being halved for the addition of *t*, may be halved and thickened to indicate the addition of *d*; thus \frown *palmed*, \frown *mode*, \frown *aimed*; \frown *designed*, \frown *sound*, \frown *snowed*; \frown *piled*, \frown *old*; \frown *shared*, \frown *erred*, \frown *hoard*.

105. The signs \frown *ld* (written downward) and \smile *rd* are not used if a sounded vowel comes between the *l-d* or *r-d*. In such cases, the consonants must be written in full; thus \frown *paled*, but \frown *pallid*; \frown *bowled*, but \frown *ballad*; \frown *paired*, but \frown *parried*; \frown *tarred*, but \frown *tarried*.

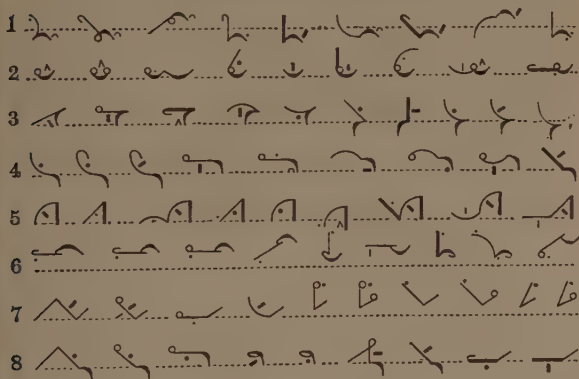
106. The consonants \frown *mp*, \smile *ng*, cannot be halved to express the addition of *t* or *d*, unless they are hooked initially or finally; thus \frown *slumber*, \frown *slumbered*, \frown *impugn*, \frown *impugned*; \frown *canker*, \frown *cankered*. The double consonants \frown *lr* \smile *rr* cannot be halved to indicate the addition of *t* or *d*, under any circumstances, because the signs \frown \smile are utilized for the representation of *ld* and *rd* respectively. Write *ist* upward in \frown *salvationist*, etc.

107. The half-length *r* [\frown] must never be written alone, nor with final *s* only added. Words like \frown *rate*, \frown *writes*, are, therefore, written in full. The final

sound of *rt* is generally expressed by the half-length *upstroke*, while the final sound of *rd* is, as a rule, expressed by the half-length *downstroke*; thus  *part*,  *pared*,  *dart*,  *dared*. Where it is not convenient, however, to write , the light half-length upstroke may be employed for the expression of the heavy sound; thus  *lard*,  *lured*,  *geared*.

Exercise 132.

Read, copy, and transcribe.



Exercise 133.

Write in Shorthand.

1. *Be assured you-will repeat the sound results achieved by thousands.*
2. *We-have mailed you a sample copy of part three of-our new monthly.*
3. *We-enclose rate card, and would ask-you to note this-point: the circulation of-the paper is insured by-its value.*

s G. Eng.

4. *We have presumed to send you details of our new patent, and it would afford us great pleasure to add your name to our list of subscribers.*
5. *May we point out to you why our paper is read by thousands of the class it is desired to reach?*
6. *On our part, we are prepared to do our best until the difficulty is conquered.*
7. *We see the impending struggle, but with your help we shall conquer, hard though the task may be.*
8. *We write to say we followed your counsel, and the business was allowed to proceed.*

GRAMMALOGUES.

∞ build-ing or able to, † told or till it, 1 tried,
 † toward or trade, J did not, J had not or do not,
 7 chaired, † cheered, \ if it, † that, † without,
 † third, ∞ sent, ∞ somewhat, 2 short, ∞ met,
 ∞ meeting.

Exercise 134.

Read, copy, and transcribe.

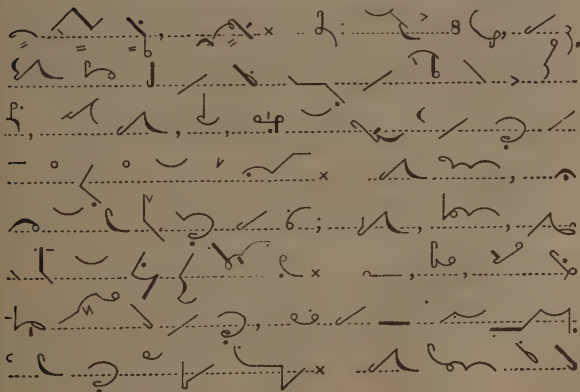
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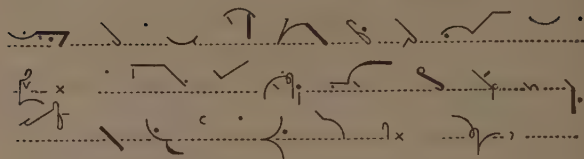
Exercise 135.*Write in Shorthand.*

1. *Will-you not be-able-to come to-the meeting when-the store is closed? Tom was chaired at-the last one.*
2. *If-it-is-possible, I-will come in for a short-time.*
3. *He-told them that without a doubt he-would send a cheque to-day, and-this cheered them.*
4. *We-tried to-find out-the extent of-his trade, but-we-did-not succeed.*
5. *We-thought-you-might go to see him on-the third.*
6. *We-did send him a colored piece, but it-was somewhat different from-the pattern he-sent.*

PHRASEOGRAMS.

at any rate, at all events, at all times,
 at some time, at the same time,
 for some time, from time to time.

Exercise 136.*Read, copy, and transcribe.*

**Exercise 137.***Write in Shorthand.*

Mr. Edward Hindley,
Nottingham.

Dear-Sir:

In-reply-to-your-favor of-the 30th ult., we would-say that-we-are, at-all-times, willing to-replace any-part of a bedstead which-may-be-found damaged on-delivery, if-it-is quite-clear that-the fault is ours. You-may-rest assured that all-our bedsteads are built of-the finest steel and iron, and-that every care is taken to see that-the goods are right when sent out-of-the factory. At-the-same-time, it-may happen, from-time-to-time, that some latent flaw may-be discovered when a bedstead has left our place, in-which-case we-are-only too-glad to remedy the defect, and-thus show our earnest desire to-turn out absolutely sound goods. Please indicate the faulty part, and-we-will forward one to-replace it.

Yours-respectfully,

LESSON 28.







THE DOUBLING PRINCIPLE.







108. Curved consonants are doubled in length to indicate the addition of *tr*, *dr*, or *thr* (heavy); thus *laughter*, *lender*, *another*, *mother*. (See paragraph 113.)











109. Straight consonants with an initial circle, or with a final hook or finally-joined diphthong, or following another stroke, are doubled in length to indicate the addition of *tr*, *dr* or *thr*; thus *painter*, *tender*, *rafter*, *captor*, *counter*.









110. The character is doubled in length to express the addition of *r*; thus *pamper*, *temper*, *chamber*; while the character is doubled in length to indicate the addition of *kr* or *gr*; thus *shrinker*, *longer*. It is, however, generally more convenient to use the signs and in verbs, because they can be readily halved for the past tense; as *clamber*, *clambered*, *conquer*, *conquered*. The hooked forms may be doubled in length for the addition of the syllable *-er*; thus *linger*, *lingerer*, *lumber*, *lumberer*.

111. In very common words, where there is no likelihood of clashing, it is allowable to make a letter double length to express the addition of *-ture*; thus *feature*, *signature*, *picture*.

112. Final *tr*, *dr*, or *thr*, when followed by a vowel, must be *written*, and not *indicated* by doubling; thus  *flatter*, but  *flattery*;  *cinder*, but  *cindery*;  *signature*, but  *signatory*.

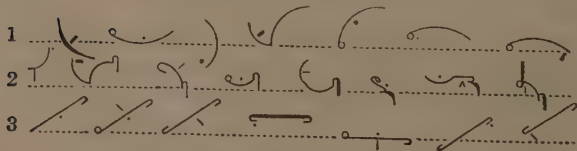
113. The double-length , when *standing alone*, or with a final circle only added, is reserved for the representation of *light sounds*; thus  *letter*,  *alter*; words like  *leader*,  *ladder*,  *leather*, being written as here shown.

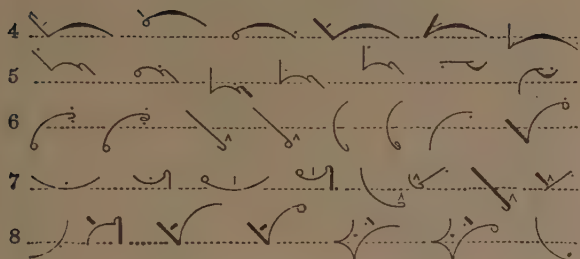
114. When the present tense of a verb is written with the double-length principle, the past tense is written with the half-length principle; thus  *matter*,  *mattered*;  *ponder*,  *pondered*;  *canter*,  *cantered*;  *winter*,  *wintered*,  *loiter*,  *loitered*.

115. Double-length *downstrokes* have only the *third* position, through the line; thus  *plunder*,  *splendor*,  *tender*,  *asunder*. Double-length horizontal letters take *two positions only*; thus  *matter*,  *motor* or *meter*;  *canter*,  *counter*. Double-length upstrokes may be written in any of the three positions, in accordance with the rules governing the position of outlines. (See pars. 7, 13, and 18.)

Exercise 138.

Read, copy, and transcribe.

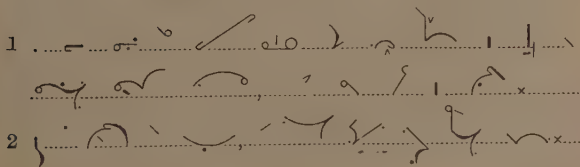


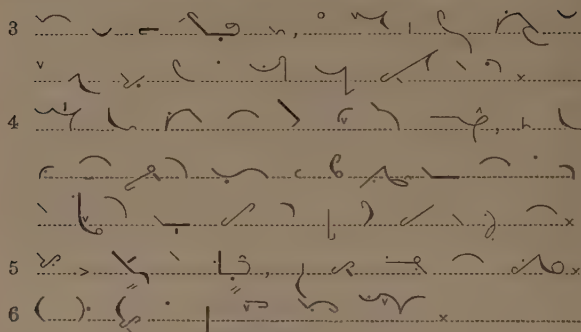
**Exercise 139.***Write in Shorthand.*

1. Mender, slander, slender, flounders, borders, remainder.
2. Calendar, folders, fathers, knitters, flitters.
3. Disasters, stimulator, litters, oyster, barters.
4. Stamper, stampers, thumper, moulder, scamperer.
5. Banter, banters, grafter, rafters, printers.
6. Elector, electors, protector, chapters, numerator.
7. Render, renders, rendered, blenders, pandered.
8. Slaughtered, sweltered, feathery, gentry, wondered.

GRAMMALOGUES.

a spirit, ~ may not, ~ hand, ~ under, ~ yard,
 ~ word, ~ wonderful-ly.

Exercise 140.*Read, copy, and transcribe.*



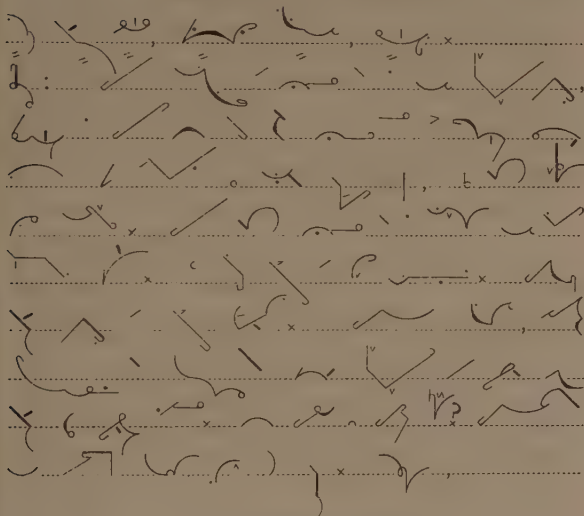
Exercise 141.

Write in Shorthand.

1. *They-want to know why he-went to Lincoln City and showed his hand.*
2. *If-this-is-the spirit in-which-you speak of-the secret, it-won't-be long ere it-is-known to all.*
3. *I-fear it-is-not your nature to be quiet; but unless you-are more prudent you-will yet have to-repent some rash word.*
4. *You-are wonderfully outspoken, and-not a yard will I-move until I-see-you under-the care of-the inspector.*

PHRASEOGRAMS.

116. In accordance with the preceding rules, the doubling principle is employed in phraseography for the indication of the words *there*, *their*; thus (a) In stroke logograms, as in in *their*, can be *there*, upon *their*, has to be *there*; (b) In outlines that are not logograms as I have seen *their*.

Exercise 142.*Read, copy, and transcribe.***Exercise 143.***Write in Shorthand.*

*Mr. John Henderson,
Maryport, Cumberland.*





Dear-Sir:







We have your letter of March 24th, and we shall order the cylinder bolts from the factory before there is time for the other parts of the machinery to come forward. We know there is an extra rush of orders just now, but we think there is no likelihood of your order being delayed. If there is the least indication of such a thing we will see to it that less pressing jobs are put aside, so that nothing shall hinder the finishing of your gold mining machinery by the promised date.



Very truly yours,

LESSON 29.



VOCALIZATION OF DOUBLE CONSONANTS.

117. To obtain a good outline, the double consonants of the *pl* and *pr* series may be employed even though an accented vowel comes between the two consonants. If the intervening vowel is a dot vowel, it is expressed by writing a small circle AFTER the consonant stroke for a *long* or *short* vowel; thus  *parcel*,  *debonair*,  *engineer*,  *dark*.

118. An intervening dash vowel, or a diphthong, is expressed by writing the vowel or diphthong sign THROUGH the consonant stroke; thus  *Baltimore*,  *portray*,  *mixture*. When, however, an initial or final hook or circle would interfere with the intersection of the vowel-sign, the latter may be written at the BEGINNING of the consonant for a first-place vowel or diphthong, and at the END for a third-place vowel or diphthong; thus  *corporal*,  *child's*,  *figuration*.


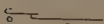




119. The methods of vocalizing the double consonants provide the writer with an additional means of distinguishing words in *-tor* from words in *-ture*; thus  *captor*,  *capture*.








GRAMMALOGUES.

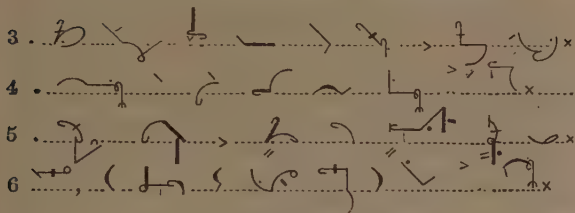
 *school*,  *schooled*.

Exercise 144.

Read, copy, and transcribe.

1  .  .     x

2 .  .       x



Exercise 145.

Write in Shorthand.

Mr. Charles Reid,
Oxford.

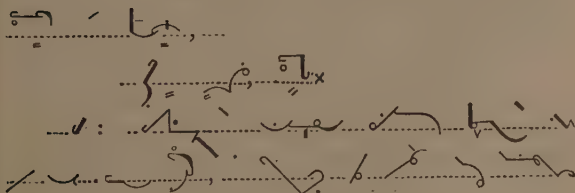
Dear-Sir :

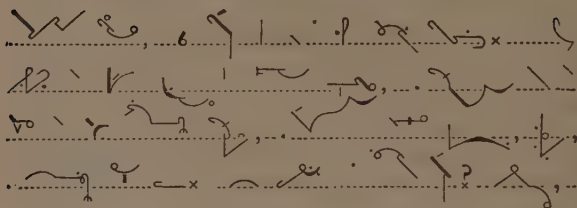
I-have-your-favor of-the 24th inst., and-I-find that-the-terms you propose are, on-the whole, reasonable. Your calculation of-profits, however, is palpably wrong in-one instance, as you-will-see on further-examination. You-will recollect that-it-will-be-necessary for-you to-cultivate the trade in-your district. My former representative was culpably careless towards-the end of-his engagement, and-the business will require a little nursing for a time. I-am-perfectly sure, however, that a display of energy by a sharp man of persuasive talents, and a judicious distribution of-the literature I-will send you, will soon encourage a return of-the former extensive sales. Please call here on-Thursday to-sign-the agreement.

Yours-truly,














Exercise 146.

Read, copy, and transcribe.



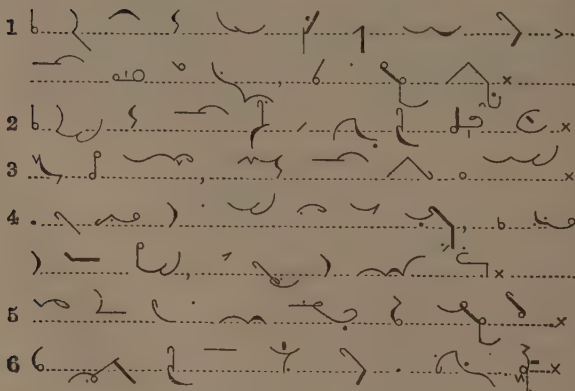


CONTRACTIONS.

 commercial,  financial,  especial-ly,
 influential,  uninfluential,
 substantial-ly,  unsubstantial-ly,  con-
 troversy-sial,  circumstance,  circumstantial,
 immediate,  immediately,  prejudice-cial.






Exercise 147.

Read, copy, and transcribe.



Exercise 148.*Write in shorthand.*

1. *It is especially important that you should deliver the goods immediately.*
2. *Any delay may prejudice your chances of further orders.*
3. *There is a substantial increase in the financial returns.*
4. *Your immediate attention is essential, if you would secure the business.*
5. *The unsubstantial nature of the commercial traveler's resources rendered his chances hopeless.*
6. *The circumstances attending the controversy were far from pleasing to him.*
7. *His influential position is lost, thanks to his insane fondness for controversial discussion.*
8. *Oh, yes, the circumstances were noted immediately, but they were regarded as entirely unimportant.*
9. *The circumstantial detail of the narrative proved its accuracy.*

120. Any unimportant word such as *the, of, or, etc.*, may be omitted in a phraseogram; thus  *for (the) sake (of)*,  *more (or) less*,  *side (by) side*, etc. It is well to vocalize *him* (so that it may not clash with *me*) in such phrases as  *before him*,  *to him*, etc.

121. Judicious phrasing should be carefully cultivated by the student, as a great aid both to speed and legibility; but he should guard against the temptation to join together words which are not naturally related to one another, or which, if joined, would result in an outline extending too far from the line of writing. For additional practice in phraseography, and for further exercise in the reading of shorthand, the student is referred to "The Phonographic Phrase Book," "Selections from American Authors," and "Self-Culture," particulars of which will be found in the list at the end of the present work.

PHRASEOGRAMS.

I am directed to state, I am instructed to state, I am requested to state, deliver immediately.

Exercise 149.

Read, copy, and transcribe.

- (a) 14
- (b) 22
- (c) 267
- (d)

Exercise 150.

Write in Shorthand.

(a) *Dear-Sir: In-reply-to-your-letter of- the 16th inst., I-am-directed-to-state that-there-is-no such policy holder on our books. Very careful examination has-been made, and-it-must-be that your clerk was in error. Respectfully-yours,*

(b) *Gentlemen: I-am-requested to ask if-you-can deliver-immediately at our central depot in Leicester, three of-your No. 4 Bicycles, fitted with Coaster Brake, and to ask, if-you-are unable to arrange this, upon what date you-could make delivery? Yours-truly,*




LESSON 30.





DIPHONIC OR TWO-VOWEL SIGNS.


122. In many words two vowels occur consecutively, each being separately pronounced. To represent these, special signs have been provided called *diphones* (from the Greek *di* = double, and *phōnē* = a sound). In most instances, the first of the two consecutive vowels is the more important, and therefore the diphonic sign is written in the vowel-place which the first vowel would take if this occurred alone, that is, if it were not followed immediately by another vowel. The method of using the *diphones* is explained in the following rules.




123. The *diphone* ν is written as follows:—




(a) In the first vowel-place to represent the vowel *ah* or *ă* and any vowel immediately following; thus




 *sahib*,  *Judaism*,  *ultraist*.





(b) In the second vowel-place to represent *ā* or *ě*, and any vowel immediately following; thus  *layer*,  *laity*,  *betrayal*,  *surveyor*.

(c) In the third vowel-place to represent *ē* or *ĩ* and any vowel immediately following; thus  *real*,


 *reality*,  *re-enter*,  *amiable*,




 *meander*,  *geography*,  *geographical*,






 *champion*,  *heaviest*,  *burying*,






 *glorious*,  *creator*,  *creation*,  *serial*.

124. The *diphone* τ is written as follows:—

(a) In the first vowel-place to represent *aw* and any vowel immediately following; thus  *flawy*,

 *drawer*,  *drawings*,  *cawing*.

(b) In the second vowel-place to represent \bar{o} and any vowel immediately following; thus  showy,  bestowal,  poet,  poetical,  coercion

(c) In the third vowel-place to represent $\bar{o}\bar{o}$ and any vowel immediately following; thus  bruin,  brewery,  Louisa,  Lewis,  truant.

Exercise 151.

Read, copy, and transcribe.

10 rows of shorthand exercises on ruled lines, each row containing various shorthand symbols and strokes for practice.









Exercise 152.

Write in Shorthand.

1. Our shares have-been at a premium during-the whole of-the period.
2. Such a policy would-be ruinous to-our firm and lead to disagreeable circumstances.

























































- 3 *The debt is repayable to-the purveyor in monthiy instalments.*
4. *The matter of-the Gaiety Theatre is-to-be left in abeyance.*
5. *Kindly re-arrange the terms and see to-there-insurance of-the theatrical costumer's premises without delay.*
6. *Your theory of minute forms may seem all-right, but you-will-find a freer style will give you better results.*
7. *The bestowal of-these honors upon-the principal of-the college and-his coadjutor, Mr. Lewis Owen, has given great-pleasure to all-their pupils.*

CONTRACTIONS.

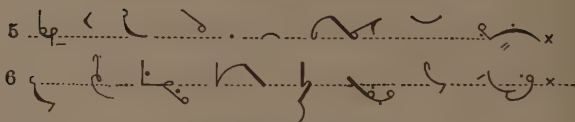
 passenger,  danger,  dangerous,  stranger,
 messenger,  manuscript,  whenever,
 whatever,

Exercise 153

Read, copy, and transcribe

1 .       
      
 2 .       
      
 3 .       
      
 4 .       
      

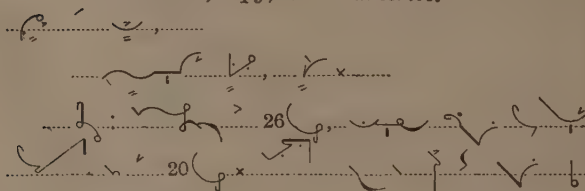
9 C. Eng.

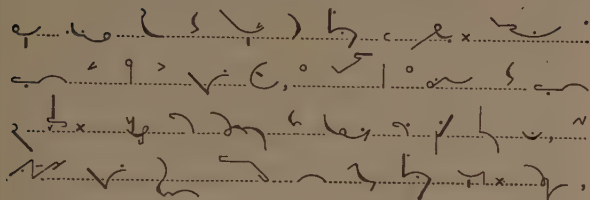
**Exercise 154.***Write in Shorthand.*

1. Ask-the passenger, to-take a messenger with him and-send back the transcript of-the manuscript immediately.
2. The transmission of-the transcription proved more dangerous than-the stranger expected.
3. Whenever you-write, and whatever-the-matter may-be, you-should-be-able-to read or transcribe every word of-it.
4. You-should-understand that-there-is danger in transgressing any rule, and-that-the more accurate the shorthand note, the more correct will-be-the transcript.
5. I-understood that-the-transfer of-the stock was-made at-the-end of-last September.
6. What-is-the nature of-the transgression with-which-the messenger is charged?

PHRASEOGRAMS.

✓ I regard, ✓ I regret, J. I do not understand,
 your esteemed favor, I am in receipt of your
 esteemed favor, in reply to your esteemed favor.

Exercise 155.*Read, copy, and transcribe.*



Exercise 156.

Write in Shorthand.

*The Victoria Chemical Stores,
Clayton, Manchester.*

Gentlemen :

In-reply-to-your-esteemed-favor of-yesterday, the reason why we returned you-the barrel of zinc sulfate was because analysis showed that-it-was-not equal to-our sample, and was, therefore, quite useless to us. We-do-not-understand why it-was sent, since we-presume you-were aware that such a standard would-not suit our purpose-at-all. Please send us another barrel immediately, and-be careful to see that-it-is exactly what we ordered.

Very-truly-yours,

LESSON 31.

W AND Y DIPHTHONGS.

125. When the sound of *w* or *y* (or *i*) is followed by a vowel, long or short, and a *diphthong* is formed, it is represented by a small semicircle; thus






wah		waw	yah		yaw
wā		wō	yā		yō
wē		wōō	yē		yōō




126. The semicircle is written in the place which the vowel forming the second element in the diphthong would take if it occurred alone; thus





abattoir, assuage, sea-weed, chamois,
 misquote, lamb's-wool, Spaniard,
 spaniel, yearling, Avignon million,
 misyoked, question, accuse.

127. The semicircles and their uses will be better remembered if the student observes that the SIDES of the circle represent the *w* diphthongs, and the lower and upper halves represent the *y* diphthongs.

128. (a) The right semicircle for *waw* or *wō* may be joined to as in walk, warm, warn, water, watcher, washer, Walmsley, wampum.

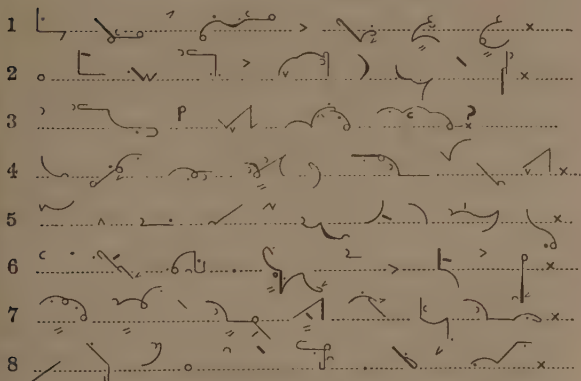
(b) The right semicircle is also prefixed to — —
 as an abbreviation for *w*; thus  *woke*,
 *wig*,  *women*,  *Wimpole*.

129. In proper names, the left semicircle is prefixed to downward *l*, as an abbreviation for *w*; thus
 *William*,  *Wilks*,  *Wilson*.

130. The joined initial semicircle is always read first, so that the abbreviated form of *w* cannot be employed in words commencing with a vowel; compare  *wake* and  *awake*;  *woke* and  *awoke*.

Exercise 157.

Read, copy, and transcribe.

















Exercise 158.

Write in Shorthand.

- We-must warn-the workman not to-make-the washers too tight.*
- Ask-them to withhold the order until I-have-seen Mr. Wakefield.*

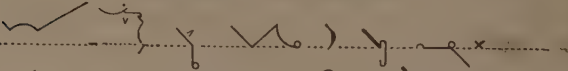

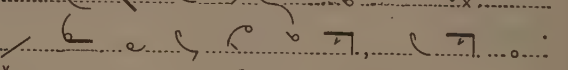
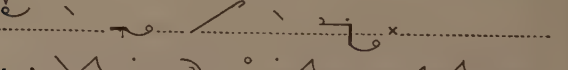
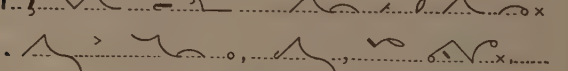
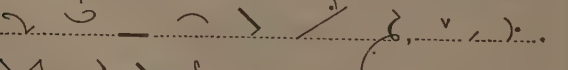
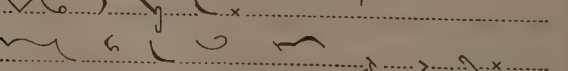

3. *They did their best to assuage the pain, but-the woman's weakness rapidly increased.*
4. *There-is-no palliation for-the Austrian's offence, and-after a brief period in prison, he-will-have to pay the penalty of-his crime.*
5. *We-are-sending-the tapioca and-the water-melons, but-we-have-no stock of lime-water at-present.*
6. *All-our paper is marked with our special water-mark.*

CONTRACTIONS.

 better than,  rather than,  rather or writer,
 perform-ed,  performer,  performs-
 ance,  reform-ed,  reformer,  reforma-
 tion,  inform-ed,  informer,  informa-
 tion,  thankful,  thanksgiving.

Exercise 159.

Read, copy, and transcribe.

1 
 2 
 3 
 4 
 5 
 6 
 7 
 8 

PHRASEOGRAMS.

I have to inform you *please inform us,*
please quote us, *please let me know,* *please*
let us know, *please note,* *please forward.*

Exercise 160.

Write in Shorthand.

1. *I-have-to-inform-you that-the report will go forward by-rail to-morrow.*
2. *Please-quote-us for 5,550 copies in typewritten facsimile of-the enclosed circular.*
3. *Please-let-me-know if cotton is being held back in-your locality.*
4. *Please-let-us-know when you-can deliver-the fifty bales of cotton, which-are still due.*
5. *Please-note-that bale No. 47 is-no better-than-the rest.*
6. *Please-forward immediately 30 pieces No. 85 Print.*

Exercise 161.

Write in Shorthand.

Mr. Wm. Bryon,
Lewisham.

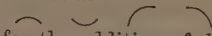









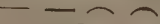
Dear-Sir:

In-reply-to-your-esteemed-favor of-the 8th, I-have-to-inform-you that-the sale of-the property referred to takes-place on-the 26th inst. If-you desire further-particulars in-addition-to-those given in-the catalogue enclosed, I-shall-be-glad to furnish them. Please-note that-there-is-no present-intention of disposing of-the hotel in Royal Avenue. I-can, however, inform-you of-some very-good hotel property which-is for-sale, if-you care to speculate in-that-direction.

Yours-very-truly,

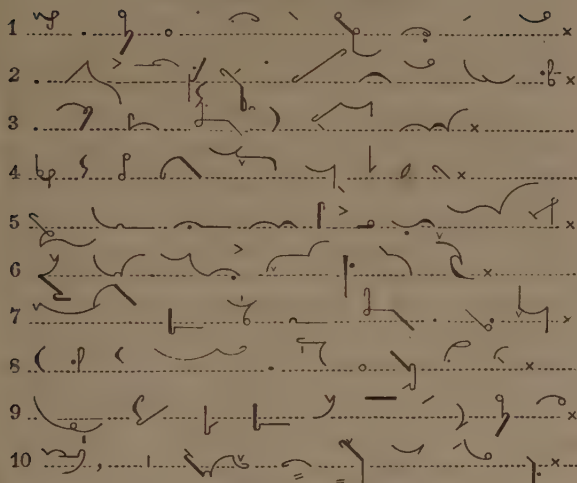
LESSON 32.

REVIEW.

131. (a) Light letters are halved for *t*; heavy letters for *d*; but a letter which is *finally* hooked, or which occurs in a word of *more than one syllable*, may be halved for *either t or d*.
- (b) The four letters  may be *halved and thickened* for the addition of *d*.
- (c) When a vowel intervenes between *l-d* or *r-d*, these letters must be written in full.
- (d) Final *t* or *d*, followed by a sounded vowel, must be written in full.
- (e) Half-sized *t* or *d*, immediately following the letter *t* or *d*, is always *disjoined*.
- (f) Half-sized  [] is written as a contraction for *ward, wart, wort*, and  for *yard*.
- (g) The halving principle is used in phrasing to indicate the word *not, it, word, would*.
- (h) The syllable *tr, dr, or thr* (and sometimes *ture*), is expressed by doubling the length of the preceding stroke.
- (i) The character  is doubled in length for the addition of *r*;  is doubled for the addition of *kr* or *gr*;   for *-er*.
- (j) The doubling principle is used in phrasing to indicate the addition of the word *there* or *their*.
- (k) A dot vowel may be indicated between a stroke and an *initial hook* by writing a *small circle* after the stroke.
- (l) A dash vowel may be indicated between a stroke and an initial hook by *intersecting* the vowel sign, or, where this is not convenient, by writing the vowel sign at the *beginning or end* of the stroke.
- (m) The angular signs   are employed to express a vowel followed by any vowel.
- (n) The abbreviated *w* may be prefixed to *downward l*,

- (o) The *w* and *y* diphthongs are expressed by a small semicircle.

Exercise 162.

Read, copy, and transcribe.



Exercise 163.

Write in Shorthand.

1. *I-hope-you-will-not-be* annoyed *at-my-request for-*
-payment.
2. *You-may-not-know that-the influence of-this-gentleman*
is enormous.
3. *I-hope-you-are at-all-times willing to-do your-best for-*
-the welfare of-the house which-you represent.
4. *I-think-there-is* room *for improvement in-your methods*
of-work.
5. *I-must ask-you to be prepared, for-there-is sure to be a*
strict inquiry.
6. *I-am-directed to ask-you to attend here at seven*
o'clock this-evening.
7. Please-note *that-you-are to-deliver-immediately the*
goods named in-my-letter of-yesterday.
8. *Your-esteemed-favor of-the 4th is to hand, and-I-am-*
-much-obliged,

LESSON 33.

PREFIXES.

132. *Con-* or *com-*, when it is the first sound in a word, is expressed by a *light dot*, written at the commencement of the outline; thus *conspire*, *commence*, *console*, *commit*. Where the *con-* dot is employed, it should be the *first sign written* in the word.

133. (a) When the syllable *con-*, *com-*, *cum-*, or *cog-*, occurs between two consonants, it is indicated by writing the second consonant *close to* or *under* the first; thus *inconstant*, *disconnected*, *recompense*, *incumbent*, *recognize*. The rule may also be applied to phrases; thus *you will comply*, *I am content*, *I shall be compelled*.

(b) *Accom-* is represented by a joined or disjoined ; thus *accommodation*, *accommodate*.

134. *Inter-*, *intro-* or *enter-* is expressed by *nt* joined or disjoined, as may be convenient; thus *interfere*, *interline*, *introduce*, *introspection*, *entertain*, *enterprise*.

135. *Magna-*, *magni-* or *magne-* is expressed by a disjoined ; thus *magnanimous*, *magnificence*, *magnetize*.

136. *Self-* is expressed by a disjoined circle *s*; thus *self-possessed*, *self-defence*, *self-conscious*.

137. Before the circled letters *in-* is expressed by a small hook, written in the *same direction* as the circle; thus *inspiration*, *instructor*, *inscriber*, *inhabit*.

138. The small hook for *in-* is never used in negative words, that is in words where *in-* has the signification of *not*. In all such cases *in-* must be written with the stroke *n*, as *hospitable*, *inhospitable*, *inhuman*.

139. Negative words which begin with *il-*, *im-*, *in-* or *un-*, are distinguished from the positive by repeating the first consonant; thus *legible*, *illegible*; *mortal*, *immortal*; *noxious*, *innocuous*; *known*, *unknown*. Negative words commencing with *ir-* may generally be distinguished without repeating the *r*; thus *resolute*, *irresolute*. But it is sometimes necessary to repeat the consonant; thus *redeemable*. *irredeemable*.

Exercise 164.

Read, copy, and transcribe.

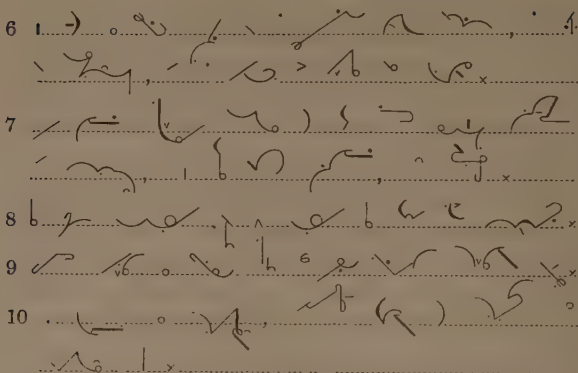
1 *y i*

2 *h n*

3 *u m*

4 *b p*

5 *t c*



Exercise 165.

Write in Shorthand.

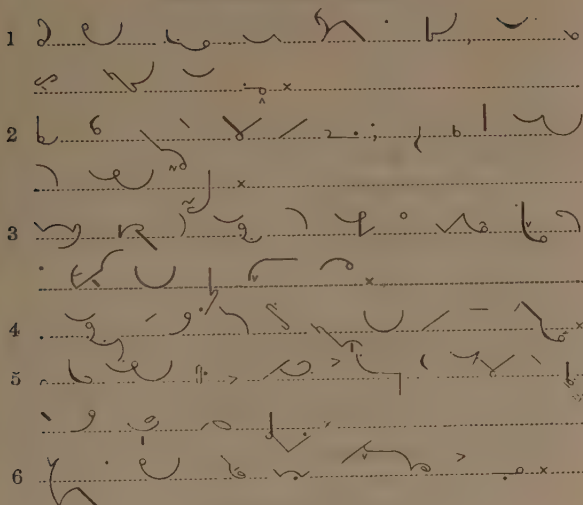
1. *I-am conscious that your misconduct may cause considerable confusion.*
2. *If-you-can introduce a competent entertainer, I-will instruct the committee to pay him well.*
3. *In-your magnificent self-esteem you forget-the magnitude of-your self-imposed task.*
4. *If-the instructor destroys the instruments, he-may cause irreparable mischief.*
5. *I-am convinced that-my interposition is necessary to remove-the misconception.*
6. *I-shall contrive to be present at the company's meeting to-morrow.*

CONTRACTIONS.

√ proficient-cy-ly, √ deficient-cy-ly, ∪ efficient-cy-ly
 ∪ inefficient-cy-ly, ∪ sufficient-cy-ly,
 ∪ insufficient-cy-ly, ∨ observation, ∨ preservation,
 ∪ electric, ∪ electrical, ∪ electricity,
 ∪ inconsiderate, ∪ selfish-ness ∪ unselfish-ness.

Exercise 166.

Read, copy, and transcribe.
















Exercise 167.

Write in Shorthand.

1. *We guarantee to-keep a sufficient staff of teachers to-turn out thoroughly efficient stenographers.*
2. *We-test the efficiency of-every teacher by examination, so-that no inefficient person can find a place.*
3. *The tests are severe enough to-prove whether a man is proficient or deficient in-his-knowledge.*
4. *Our proficiency tests are-the result of-long years of observation and trial.*
5. *We-have-no selfish end in-view, our only object being-the preservation of a high standard in-the-school.*
6. *You-will-see, therefore, that your conclusions are both inconsistent and inconsiderate, and-we-trust you-will acknowledge-the inconsistency of-your position now that our unselfishness has-been sufficiently proved to-you.*

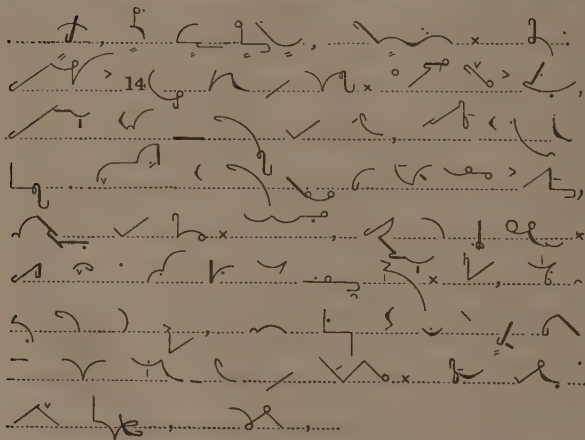
PHRASEOGRAMS.

 *early consideration,*  *further consideration,*
 *further considered,*  *take (taken) into*
consideration,  *shall be taken into consideration,*
 *as soon as convenient,*  *in consequence,*
 *and the contrary,*  *on the contrary,*
 *to the contrary,*  *at your early convenience,*
 *general manager,*  *yours sincerely.*

The prefix *con-* may be omitted in any phrase similar to the foregoing.

Exercise 168.

Read, copy, and transcribe.



Exercise 169.

Write in Shorthand.

Messrs Downing & Co.,
Congress St., Darlington.












Gentlemen :







On further-consideration I-have-decided to-accept your-offer of-the premises in Sycamore Avenue, subject to possession being given by-the 1st September. Perhaps you-will give early-consideration to-the likelihood of-this being arranged, and let me know your decision as-soon-as-convenient. I-am-obliged to stipulate for-this condition in-consequence of-having to vacate my present premises by-the date named. I-must ask-you to-take-into-consideration also the fact that I-shall-be-obliged to-make several alterations before-the premises are exactly suitable for-my-requirements. You appear to-think-me new to-this business, whereas, on-the-contrary, I-have-been engaged in-it for-the-last ten years. Trusting to-receive a reply at-your-early-convenience,


Yours-sincerely,












LESSON 34.


SUFFIXES AND TERMINATIONS.





140. The suffix *-ing* is generally expressed by the stroke , and *-ings* by ; thus  *placing*,  *facings*,  *guessing*,  *meanings*; but when the stroke is not convenient, *-ing* is expressed by a light dot, and *-ings* by a light dash; thus  *shipping*,  *plating*,  *waving*,  *winnings*,  *engravings*.




141. (a) The endings *-ality*, *-ility*, *-arity*, etc., are indicated by *disjoining* the stroke preceding the ending; thus  *finality*,  *durability*,  *instability*,  *popularity*,  *regularity*,  *majority*.




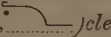
(b) The termination *-logical-ly* is expressed by a disjoined *l j*; thus  *mythological*.








142. The suffix *-ment* is expressed by *ent*, when the sign *o* will not join easily; thus  *consignment*,  *commencement*,  *resentment*,  *pavement*,  *refinement*; but *o* is written in words like  *elopement*,  *commitment*,  *enjoyment*,  *agreement*,  *concealment*,  *detriment*.

143. The suffix *-mental*, *-mentally*, or *-mentality* is expressed by *disjoined o mnt*; thus  *instrumental-ly*.

144. The suffix *-ly* is generally expressed by *l* joined or disjoined, as may be convenient; thus  *sweetly*,  *friendly*,  *absolutely*,  *confidently*. The *l* hook may sometimes be used












in words ending in *-ly*; thus  *briefly*,  *deeply*,  *actively*.

145. The suffix *-ship* is expressed by  , joined or disjoined, as may be convenient; thus  *citizenship*,  *hardship*,  *clerkship*.

146. The terminations *-fulness*, *-lessness* and *-lousness* are expressed respectively by *disjoined*  *fs* and  *ls*; thus  *usefulness*,  *uselessness*,  *lawfulness*,  *lawlessness*,  *sedulousness*.

Exercise 170.














Read, copy, and transcribe.

1           

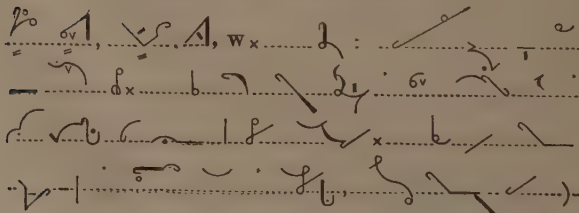
Exercise 171.*Write in Shorthand.*

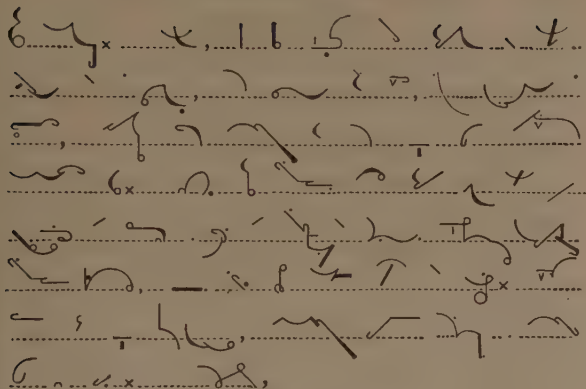
1. Replying to-your-letter of-yesterday, we-are arranging to-forward-the couplings and connecting rods by-express this-evening.
2. In-reply-to-your-favor, we-would say that-the-majority of-the designs are wanting in originality and attractability, and-we-fear they-will-not attain a popularity sufficient to warrant us in stocking them.
3. Candidly speaking, we-think-the patterns are badly designed, and-though-it-is distantly possible that-they-may sell well, we-think-we should-be acting imprudently if-we bought them.
4. Please-note that-the-present order came through-the instrumentality of Mr.-Smith, and-is supplemental to-the one we received yesterday.
5. The delay of-the scheme and-the giving up of-the first proposal was-the cause of great resentment.
6. The inspectorship of-the re-arranged district was-given-to-him in consideration of-his great ability.

CONTRACTIONS.

 never,  nevertheless,  notwithstanding,
 enlarge,  enlarged,  probable-ly-ility,
 practice,  practise-d,  practicable,
 imperfect-ion,  satisfaction,  satisfactory,
 unsatisfactory.

Exercise 172.*Read, copy, and transcribe.*











**Exercise 173.***Write in Shorthand.*

Mr. George Manning,
Sheffield.

Dear-Sir:

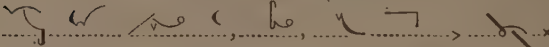
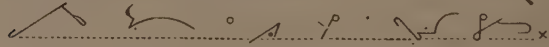

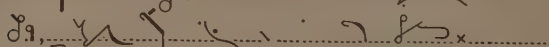

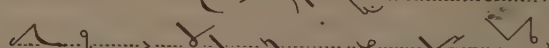

In-reply-to-your-favor of-yesterday, we-would say that-we-never hesitate to-replace a machine which does-not give complete satisfaction. Nevertheless, where practicable we-like to assure ourselves that-the-imperfection was present when-the-machine left our hands. As a rule, this-is very improbable, because-we-take every care to insure an absence of imperfection in every machine sent-out. We-are-satisfied, however, that in-the-present-instance, notwithstanding our care, there-has-been an oversight, probably on-the-part of-one of-the new hands engaged since-we enlarged our works, and-we-shall-be-glad if-you-will return-the unsatisfactory machine at-our cost. It-is practically impossible that-such an error should-be committed again. It-is satisfactory to us to know that-you-will-not permit this accident to interfere with your friendship for our firm. We flatter ourselves that-you-recognize us as practical men, who-have always practised straightforward business methods. Respectfully-yours,

PHRASEOGRAMS.

 *I have concluded,*  *satisfactory conclusion,*
 *unsatisfactory conclusion,*  *under the circum-*
stances,  *best of my ability,*  *best of our ability,*
 *best of your ability,*  *best of their ability.*

Exercise 174.

Read, copy, and transcribe.

1 
 2 
 3 
 4 
 5 
 6 
 7 

Exercise 175.





Write in Shorthand.





1. *I-am confident that under-the-circumstances you-will reconsider your decision, and-will accept-the con-signment.*
2. *Having considered all-the circumstances, I-have-concluded to-give you-the agency, and-I-hope-you-will exert yourself to-the best-of-your-ability to-make-it profitable to both of us.*
3. *We-regret to-report that-the negotiations have come to an unsatisfactory-conclusion.*
4. *We-assure-you that-the business shall-be looked after to-the best-of-our-ability, and-that-we-shall spare no pains to-bring-the-matter to a satisfactory-conclusion.*





LESSON 35.

OMISSION OF CONSONANTS.

147. In order to obtain more facile outlines, certain medial consonants may be omitted, as follows :

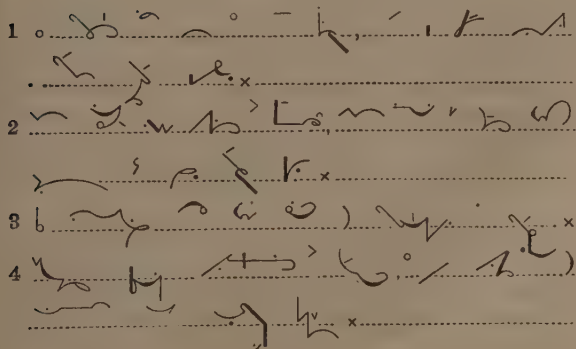
(a) *P* between *m* and *t*, or between *m* and *sh* ; thus
 *prompt*,  *stamped*,  *rédemption*,
 *presumption*.

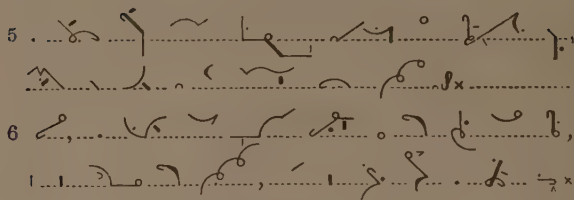
(b) *T* between the circle *s* and another consonant; thus
 *postage*,  *postage stamp*,  *postpone*,
 *testimony*.

(c) *K* or *g* between *ng* and *t* or *sh* ; thus  *adjunct*,
 *conjunction*,  *anxious*,  *sanction*.

Exercise 176.

Read, copy, and transcribe.



**Exercise 177.***Write in Shorthand.*

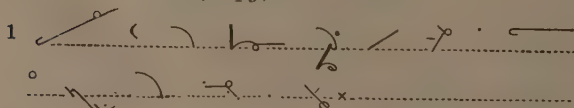
Mr. Charles Warner,
Bradford.

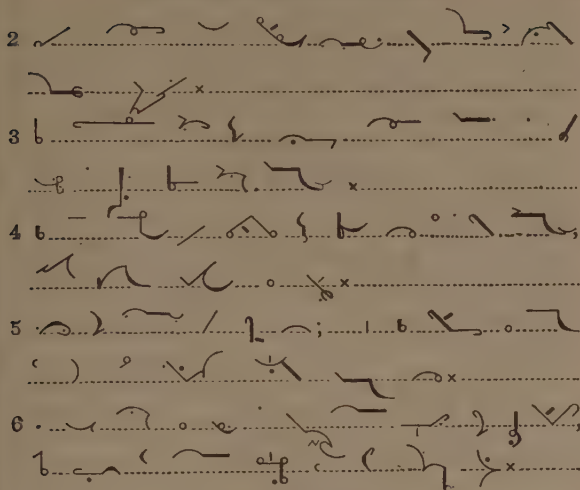
Dear-Sir:

Your-favor of-the 4th is at hand. We-consider Barnes' offer almost a presumption. At-any-rate, it-is-no temptation to us to-sell, and-we-have promptly declined it. Please use the strongest efforts to secure Anderson's order. You-can promise punctual delivery in a week's-time. The market here is very restless, and business is languishing in-consequence. We-note your remarks about-the sacks, and-will attend to-the-matter immediately.

*Yours-truly,***CONTRACTIONS.**

	mistake,		mistaken,		domestic,
	character,		characteristic,		description,
	justification,		generalization,		organize-d,
	organization,		extinguish-ed,		distinguish-ed,
	relinquish-ed,		covenant,		govern-ed,
	government,		magnetic-ism.		

Exercise 178.*Read, copy, and transcribe.*

**Exercise 179.***Write in Shorthand.*

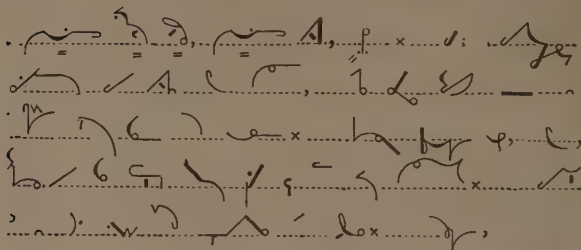
1. *We-regret-the mistake in forwarding you a description of-the wrong cloth, and-we-have despatched a special messenger with-the correct details.*
2. *We read in-the new magazine that-the-government has relinquished-the claim to control the domestic policy of-the ruler and-there-is justification for-it.*
3. *The distinguished speaker in-his generalization summed up-the character of-the organization with character-istic ability, though-we-think he-was mistaken in-his condemnation of-the recently signed covenant.*
4. *We-have organized a new system of-collection which-we-hope will reduce, if-it-does-not entirely extinguish, the losses on returns.*
5. *A magnet is a body which-has-the property of attracting iron and other magnetic bodies.*
6. *The science of magnetism has-been studied for-many centuries.*

PHRASEOGRAMS.

L just possible, *Jr* just received, *last week*,
this week, *next week*, *last month*.

Exercise 180.

Read, copy, and transcribe.



Exercise 181.

Write in Shorthand.

Mr. S. Webb,
 Gateshead.

Dear-Sir:

We-have-just-received a cable informing us that-the-goods you-wrote about last-week have-been shipped and may-be expected here at-the-end of next-week. Last-month's sales, it-appears, were unusually heavy, and-there-was a little delay in obtaining exactly the material required. Our correspondents inform us also that-it-is just-possible that-prices will rise, and-that instructions must-be-sent immediately if-they-are to-forward a further supply at-present rates.

Yours-truly,

LESSON 36.

FIGURES.

148. Figures *one* to *seven*, and the figure *nine* are written in shorthand. All other numbers, except round numbers, are represented by the ordinary Arabic numerals. Round numbers, dollars, and pounds, may be expressed by using the shorthand letters, as follows :

∩ for *hundred* or *hundredth*; thus 4 ∩, 400.

(for *thousand*; thus 5 (, 5,000; 5 ∩, 500,000;

250 {, \$250,000; 270 ∩, £270,000;

140 ∩, Rs.140,000; 260 ∩, 260,000 fr.

∩ for *million*, thus 4 ∩, 4,000,000; 4 ∩, 400,000,000.

∩ for *billion*; thus 2 ∩, *two billions*.

Dollars and cents may be written thus 7¹⁶, \$7.16.

Exercise 182.

Write in Shorthand.

The Shah of Persia owns a pearl which-is valued at \$650,000, and-the Pope is said to-be-the possessor of-one worth £20,000. Queen Victoria had a necklace of pink pearls which-was worth \$80,000; but-the ladies of-the Rothschild family possess pearls of far greater value. Baroness Rothschild has a pearl necklace valued at £50,000.

The cotton marketed since September 1 exceeds 12½ million bales. The actual production cannot have-been far short of 14,000,000 bales. Spinners' takings from September 1 to June 2 amounted to 10,269,000, of-which 2,514,000 were British, 3,815,000 Continental, etc., and 3,940,000 American and Canadian. It-is computed that-the-present supply, visible and invisible, amounts to

6,768,000 bales. *The prospects for next year appear to be anywhere between 11,000,000 and 14,000,000 bales, but it-is-impossible to predict more closely than this.*

We-have-yourcheque for \$115.25, which-we-have-placed to-your-credit. Please-note-that since-we last wrote-you the price of steel has advanced \$1.25 per ton. Our price per gross of sharpeners is-now \$18, f.o.b. New Orleans or Boston.

Exercise 183.

Write in Shorthand.

Mr. C. N. Pitt,
Northampton.

Dear-Sir:

We should-be-pleased to-purchase the return or over issue copies of-your magazine and pamphlet publication as waste paper. We-send men to bag it up and take-it away and-we pay prompt cash. We also guarantee that-~~each~~ each and every copy received shall go to-our paper mill and-be destroyed.

If printed on rag paper we-will pay you 2s. 6d. per 100 lbs. When you have an accumulation of 1,000 lbs. or over, if-you-will advise us by telephone or mail, we-will-be-pleased to-send for-it.

This quotation is subject to change without notice.

Very-truly-yours,

Exercise 184.

Write in Shorthand.

Mr. S. A. Walker,
Manchester.

Dear-Sir:

We-enclose our special coupon, which-will-be accepted in part payment of any suit or overcoat purchased at-our branches, 290 or 314 Main Street, before September 25th.
















At this season of the year to dispose of our surplus stock and as an additional inducement to you to test the convenience and character of "Semi-ready" tailoring, we make this sincere and genuine offer.

"Semi-ready" means suits ready to try on, finished to order, no ugly misfits, no delays. Our system is not an experiment, as in five years we have established and now operate twenty-nine wardrobes in the United States and Canada, besides our British branches.

All prices are woven in the inside breast pocket. Suits from £2 2 0. Money back if dissatisfied.

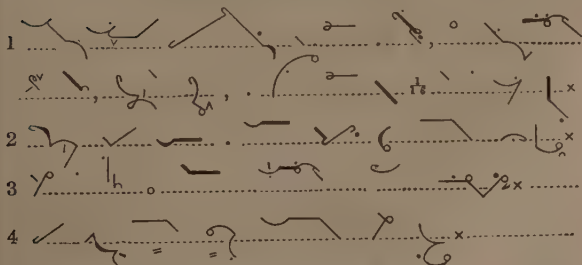
Respectfully,

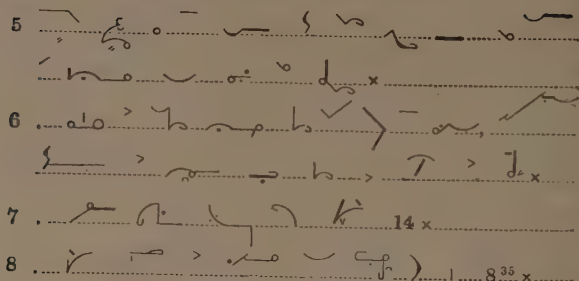
CONTRACTIONS.

 captain,
  capable,
  incapable,
 appointment,
  disappointment,
  attainment
 or atonement,
  entertainment,
  contentment,
 indignant-ation,
  resignation,
  antagonistic-ism,
 inscribe-d,
  inscription,
  instructive,
 instruction.

Exercise 185.

Read, copy, and transcribe.

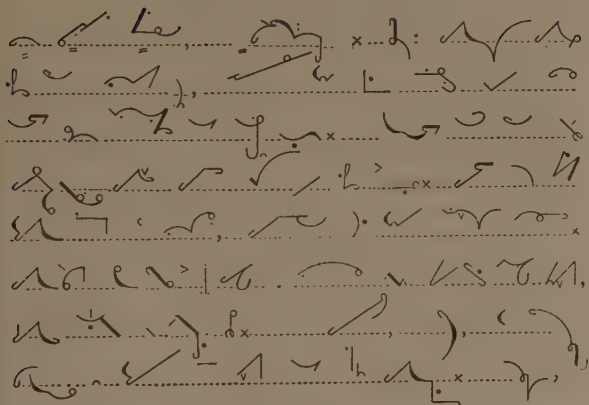


**Exercise 186.***Write in Shorthand.*

1. *We-believe-that Captain Walker has declined to inscribe his name on-the register of-members of - the club.*
2. *The resignation of so capable a man has-been a great-disappointment to-the-members.*
3. *I-understand he-is indignant at-the treatment given to-his late antagonist.*
4. *He-thinks-the committee are incapable of-making sufficient atonement for-their conduct.*
5. *His example may-be followed by-others, so-that I-fear-the proposed entertainment will-be-impossible now.*
6. *This period of inactivity is quite unexampled in-the-history of - the company.*
7. *The appointment of Mr. Black as assistant general-manager may alter the present state of things, and possibly produce contentment in-the-minds of - the shareholders.*
8. *It-may-be that-the amount you-mentioned was £2,000, or a little over.*

PHRASEOGRAMS.

in regard to, with regard to, having regard to, with respect to, with relation to, in relation to, with reference to, I have received.

Exercise 187.*Read, copy, and transcribe.***Exercise 188.***Write in Shorthand.*

Mr. W. C. Shaw,
Grimsby.

Dear-Sir:























In-reply-to-your inquiry with-regard-to our special grade index cards, we-enclose-here-with several samples with prices marked on each. Having-regard-to-the fact that-you-are likely to-take large quantities, we-have-quoted-you very-low-prices. With-reference-to your observations as-to-the extension of-the system, we-may-say that-we-have-received letters from all parts of-the country assuring us that-it gives the utmost satisfaction. We-shall-be-glad to-hear further from-you in-relation-to-the typewriter supplies for-which-we-quoted-you last-week.

Respectfully-yours,

LESSON 37.








COMPOUND WORDS.








149. Compounds of *here*, *there*, *where*, etc., are written as follows:








 hereat,  hereto,  hereof,  herewith,
 heretofore,  herein,  hereon,  thereat,
 thereto,  therewith,  therein,  thereon,
 whereat,  whereto,  whereof,
 wherewith,  wherein,  whereon,
 whereas,  whereabout,  inasmuch,
 furthermore.








Exercise 189.








Read, copy, and transcribe.








1        x

2        x

3        x

4        x

5        x

6        x

Exercise 190.*Write in Shorthand.*

1. *We-enclose-here-with-the* specimens whereof *we* spoke, and whereto *we* ask *your* attention.
2. *The* documents whereon *we* rely, and wherein *you-will-*find *our* case fully stated, *are* enclosed-here-with.
3. *The* facts-(of the)-case were laid before-*him* last Christmas or *thereabouts*, whereat *he-was* surprised, and whereon *he* expressed his views *in-the-letter* here-in enclosed.
4. *We-have-your-letter* of- the first-instant, and-the accounts therein referred to *are* enclosed-here-with.
5. *We-call* your attention thereto, and entrust the consideration thereof to-yourself and partner.
6. *I* questioned the information whereof *he* spoke, and-*I* sent him your-letters, pointing-out that-therein *he-would* find-the true statement-(of the)-case.
7. Hereat *he-was*, it-seems delighted, and hereto *he-*drew-the attention of-the members, whereat they-were-pleased, and whereupon they withdrew their opposition.
8. Please-note-that-the-goods named-in-the-order enclosed-here-with must-be delivered forthwith.

Exercise 191.*Write in Shorthand.*

Mr. Abraham Samuels,
Willesden.

Dear-Sir :

Will-you let-us give you information wherewith *you-*can save from twenty to fifty per-cent. in-your Billing and Order Department? The information offered herewith is yours for-the asking. See slip attached hereto. *Would* thank-you for an acknowledgment.

Yours-very-truly,














Exercise 192.*Write in Shorthand.*

Mr. Benjamin J. Neale,
Sheffield.















































Dear-Sir:

Herewith *we-have-the-pleasure* to enclose our new price-list, wherein *you-will-find* particulars of several lines that should appeal to-you. *You-will-see-the* details whereof we speak on page 44. *Respectfully-yours,*

CONTRACTIONS.

 discharge-d,
  displeasure,
  dissimilar,
 expenditure,
  expensive,
  extraordinary,
 extravagant - ce,
  manufacture - d,
 manufacturer,
  intelligent,
  intelligence,
 intelligible,
  advertise-d-ment.

Exercise 193.*Read, copy, and transcribe.*

1  ,     
 2     
 3        
 4     
 5        
 6     
 7        

Exercise 194.*Write in Shorthand.*

Mr. Charles Sellers,
Swan Lane, London, E. C.
Dear-Sir:

After an extraordinary expenditure of-time and money, we-have-succeeded in manufacturing an article which-will-prevent-the-extravagant waste of starch which-now goes on in-our public and private laundries. The article is entirely dissimilar to anything hitherto invented. It-is-not-expensive, and-we-believe it-will-be largely taken-up by manufacturers, dyers, and finishers, immediately it-is put on-the market. We-want an intelligent man to-represent us at-the approaching Exhibition; a man of-quick intelligence, able to explain intelligibly the merits of - the new invention, and who-would discharge in-the best possible-way the duties of-our agent on-the-spot. We-understand that-you would-be willing to-consider an offer of-such an appointment, and-we should-be-glad to-have-you call-upon-us some day next-week to discuss-the-matter. With-regard-to your complaint about-the borax, we-think-you had cause for-your displeasure, and-we-will-see-the manufacturer.

Respectfully-yours,

Exercise 195.*Write in Shorthand.*





















Mr. Clement Newton,
Paisley.
Dear-Sir:


May-we advise you to-try-the expenditure of a few pounds on an advertisement in-our columns? You-will-find-the cost not extravagant, while-the result, we-are confident, will-be very satisfactory. We-know-the old ways of displaying advertisements, and-we adopt entirely different methods, less expensive, and far more effective. We-enclose our rates, and-trust to-hear from-you.

Yours-truly,

LESSON 38.

INTERSECTIONS.











150. The shorthand writer may provide himself with brief, distinctive, and easily written outlines for the titles of companies, officials, etc., and for frequent colloquial phrases, by employing the principle of intersection, or the writing of one stroke consonant through another, as in the examples which follow, and from which the student may devise similar phraseograms to suit his requirements. Thus \ may be used for *party*; \ for *bank*; | for *attention*; | for *department*; / for *Journal*; — for *company*; (for *authority*;) for *society*; / for *railway*; \ for *arrange-d-ment*; etc.; as  *political party*,  *party* *question*,  *Bank of New York*,  *National Bank*,  *my attention has been called*,  *I ask attention*,  *wagon department*,  *shipping department*,  *Pitman's Journal*,  *Journal of Commerce*,  *Hazel & Co.*,  *The Jones Publishing Co.*,  *local authority*,  *medical authorities*,  *dramatic society*,  *Great Central Railway*,  *North British Railway*,  *I shall arrange*,  *I have arranged*,  *please make arrangements*.

When the direction of the letters will not allow of intersection, the second stroke may be written close to or under the first; as  *Knox & Co.*

Exercise 196.*Write in Shorthand.*

1. *The party leaders are to-meet to-morrow-evening to-make arrangements for-the coming election.*
2. *The manager of -the State Bank writes to-the "Engineering Journal," calling attention to-the new savings department.*
3. *The New York Publishing Co., has issued a new catalogue of-its works.*
4. *The medical authorities declare the port absolutely free from-the plague.*
5. *The Brompton Musical and Dramatic Society gives its first entertainment of-the season to-morrow-evening.*
6. *A big increase is reported in-the traffic returns of - the Great Northern Railway.*
7. *I-will arrange-the matter as I-have arranged it before.*

CONTRACTIONS.

 individual,  investment,  interest,  interested,
 uninteresting,  disinterested-ness,
 applicable-ility,  astonish-ed-ment,  certifi-
 cate,  contingency.

Exercise 197.*Write in Shorthand.*

Mr. R. Mason,
Durham.

Dear-Sir :

Referring to-the individual who called last-week respecting an investment, it-may interest-you to know that-we-have discovered, to-our astonishment, that-the-man has since left-the country. We-were-told by a perfectly disinterested person that-the stranger had had a far

from uninteresting career. He won a high-speed certificate when-he-was sixteen years old, and when-his father died was left with sufficient funds to-meet any ordinary contingency. He lost much money, however, and seems to-have intended to-make a safe investment of-the remainder. We-now see-the applicability of-his remark about not having "all-your eggs in-one basket," though-we-could-not make-it applicable to-his business at-the-time. We-will let you know if-we hear anything-further about-him.

Respectfully-yours,

Exercise 198.

Write in Shorthand.

*Mr. George Hewson,
Wrexham.*

Dear-Sir :

We-desire to-call your attention to-the fact that-this-is-the-most appropriate time for placing contracts for advertisements. Knowing that-you-are-interested in-this-matter, we-take-the-liberty of enclosing a pamphlet explaining our latest methods of distributing circulars, etc., and-we-hope-you-may-be inclined to put our methods to-the test. We-have a staff large enough to-meet any contingency.

Yours-very-truly,

Exercise 199.

Write in Shorthand.

*Mr. James Lee,
Richmond.*

Dear-Sir :

We-are astonished to-learn that your certificate has-not-yet reached you, and-we-are making inquiry of - the framer. He-is usually a very prompt individual, and-we-can scarcely think-he-has neglected our instructions.

Respectfully-yours,

LESSON 39.

DISTINGUISHING VOWELS.

151. Regular and systematic practice in the writing and reading of shorthand characters, with a careful following of the rules for the indication of vowels, will enable the student to dispense with vocalization to a large extent. Nevertheless, he should not hesitate to insert a vowel where it seems necessary for the sake of distinction, as, for instance, in such words as *lady* (to distinguish it from *load*), *enemy* (to distinguish from *name*), *extricate* (to distinguish from *extract*). An uncommon proper name, too, should always be vocalized when written for the first time, though the outline may be left unvocalized should the name occur again in the same matter. Speaking generally, the stenographer should rather err on the side of over-vocalization than run any risk of illegibility by omitting necessary vowels.








Exercise 200.

In this exercise the italic letters indicate the vowels which should be inserted.

We should-neither accept any theories nor adopt any views, however voluble the advocates of-such-may-be except we-are convinced that-they-are authorized, and-have-been tested and attested by-those upon whose veracity we-can rely, or unless our-own reason approves of-them and-we-have ample proof that-though they-may-have some defects, their adoption will-be valuable to us in-the-main, that-we-may employ them to-the benefit of-ourselves and others, and-that-they-will-be readily available on occasions of necessity. No matter how apposite the arguments may appear which-are adduced to-move us from an opposite opinion, we should-be as adamant in-the face of any demand upon-the feelings,

which-our reason does-not sanction. Thus, any attempt to-tempt us to foolish actions will-only end in-the failure of - the tempter. We-have-been endowed with mental faculties far-and-away above those with-which-the lower animals are endued, in order that-we-may protect ourselves from-our enemies, and may add to-our happiness. It-is a fact, however, that-such-is-the effect of-persuasion upon some persons of weak will that-they become as mere wax in-the hands of-those-who-would lure them to-ruin. With-such people it-seems only necessary for a fluent rogue to advance an alluring prospect of an affluent position at-little cost, and-they fall at-once, without a defence, into-the trap set for-them. Is-not-this-the secret of almost every-successful fraud we-have-heard or read of in-any-nation? There-are, alas, too-many-persons who-make-it their vocation or avocation in life to dupe others less able than themselves. They-have no feelings of honor, or else would-not prey on-the failings of-those around. They despise veracity, and-their greed for gold amounts almost to voracity. To obtain possession of-riches they-make light of-every opposition, and are slow to admit themselves beaten. They-are averse to honest labor, and-yet they spare no pains to become versed in-the cunning arts necessary to-extract money from their victims, and to-extricate themselves from-the consequences of-their illegal actions. They devise a plot, and, under-the semblance of advice, they operate on-the greed and-credulity of ignorant persons, and-having thrown them off their guard, lead them into foolish adventures. Truly "A fool and-his money are easily parted." We should-not attach too-much importance to a scheme because-it-is introduced with a flourish of fair words, nor should-we touch any speculative affair without first subjecting it to an accurate examination. If-we-could only examine the annual returns of failures and analyze their-causes, we should-find that many are attributable to an utter absence of-judgment in-the conduct of business, and an over confidence in-the nicety and honesty of-others.

CONTRACTIONS.

 demonstrate,
  remonstrate,
  ministry.
 familiar-ity,
  preliminary,
  singular.
 indispensable-y.

Exercise 201.*Write in Shorthand.*

1. *I-think-the railway company's representative was-much too familiar, and-I-shall remonstrate with him on-the first opportunity.*
2. *It-is singular that-they should choose such a time to demonstrate their strength.*
3. *It-was originally his intention to-join the ministry, but he-was obliged to abandon the idea.*
4. *The original owner was a very singular individual, who never indulged in familiarity with anyone.*
5. *An indispensable preliminary was-the signing of-the register at-the door of-the hall.*
6. *It-is indispensably necessary that-you-should-be-present at-the meeting to-morrow.*

Exercise 202.*Write in Shorthand.*

Mr. Richard Young,
Burnley.







Dear-Sir :

Replying to-your-favor of-the 1st inst., the original of-the document to-which-you-refer may-be-seen here, after a preliminary examination of-your credentials. This-is an indispensable condition, and-it-is singular that-you-should-not-be familiar with-it. The circumstance would appear to show that-you-are a stranger in-this district. We-shall-be-pleased, however, to see-you whenever you care to-call.















































Yours-truly,

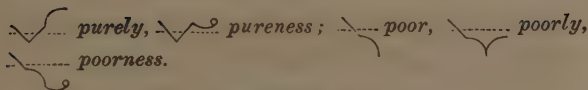
LESSON 40.

DISTINGUISHING OUTLINES.

152. There are some words which have *outlines of their own*; that is, they are readily recognized by their distinctive forms, which it is difficult to read for any but the words they are intended to represent. The following are examples of such words:  *instincts*,  *disqualifies*,  *distinction*,  *pronounce*,  *miserably*,  *fortunately*.

153. The following list of similar words, distinguished by a difference of outline, is selected from the longer list given in "Pitman's Shorthand Instructor."

 *petrify*,  *putrefy*;  *passionate*,  *patient*;
 *purpose*,  *propose*,  *perhaps*;  *appropriate*,  *property*,  *propriety*,  *purport*;
 *appropriation*,  *preparation*;  *proffer*,  *prefer*;  *provide*,  *pervade*;  *prosecute*,  *persecute*;  *prosecution*,  *persecution*;
 *detrimental*,  *determined*;  *debtor*,  *editor*;
 *defray*,  *defer*;  *courage*,  *carriage*;
 *factor*,  *factory*;  *favored*,  *favorite*;
 *staid*,  *steady*;  *considerate*,  *considered*;
 *impassioned*,  *impatient*;  *unavoidable*,
 *inevitable*;  *learned (verb)*,  *learned*
 (adjective);  *regard*,  *regret*. *Pure* and *poor*,
 and derivatives of these words, are written in the third
 position, and are distinguished thus:  *pure*,

 *purely*, *pureness*; *poor*, *poorly*,
poorness.









Exercise 203.

*Write in Shorthand. The distinguished words are
printed in SMALL CAPITALS.*

1. *A man of-his* DISTINCTION *in learning can easily say
whether-the thing will* PUTREFY *or* PETRIFY.
2. *The* PASSIONATE *behaviour of- the* MISERABLE
fellow contrasted strongly *with-the* PATIENT *bearing
of-his companion.*
3. PERHAPS *you* PROPOSE *to accomplish your* PURPOSE
in-another-way.
4. *We-consider it very* APPROPRIATE *that-the-PROPERTY
should go to a man of-such* PROPRIETY.
5. *What-is-the* PURPORT *of- the* APPROPRIATION *for-
-which-you-are making such careful* PREPARATION?
6. *If-you* PREFER *to-PROFFER your services free of-
-charge, I-shall* DEFER *my-proposal to-DEFRAY
your expenses.*
7. *The presence of- the ladies will-PROVIDE an air
of-quietness that-is sure to-PERVADE-the whole
conference.*
8. *I-fear-the* PROSECUTION *has become a* PERSECUTION,
and-that-they PROSECUTE *the case now rather to
PERSECUTE the UNFORTUNATE man than to-secure
justice.*
9. *The* POORNESS *of-the bread was compensated by-the
PURENESS of-the milk.*
10. *I-REGARD-the* EDITOR *as-my* DEBTOR *for-the-
-amount, but I-REGRET to say he does-not recognize
my-claim.*
11. *The* STEADY COURAGE *of-the* STAID student *in
stopping the* CARRIAGE *won-the admiration of-the
FACTOR, and-the youth is-now engaged at-the
FACTORY.*
12. *We-were-FAVORED with an* IMPASSIONED *address
from our* FAVORITE *speaker, who, IMPATIENT at
what-he* CONSIDERED-*the want-of* CONSIDERATE
treatment by-the mayor, gave us a rousing discourse.

13. *It-was* INEVITABLE, *in-the* UNAVOIDABLE absence of Mr. Brown, *that-you-should* RESUME your position and REASSUME the control of - the FACTORY.
14. FORTUNATELY, *his* INSTINCT as a scholar led him to -PRONOUNCE-the words properly, or *he-would-have-been* DISQUALIFIED.

CONTRACTIONS.

 *indescribable*,  *indiscriminate*,  *sensibility*,  *peculiar-ity*,  *perpendicular*,  *proportion-ed*,  *proportionate-ly*,  *establish-ed-ment*.

Exercise 204.

Write in Shorthand.

(a) *Dear-Sir: The peculiar novelty about which-you inquire is simply indescribable in a letter, as we-are perpetually informing inquirers. We-have-just established a branch in Oxford, where you-can inspect-the article at any-time. Respectfully-yours,*

(b) *Dear-Sir: The indiscriminate attacks which-you have-been pleased to-make upon-the management of-this establishment are altogether out-of proportion to-the gravity of - the mistake we made, and-we appeal to-you to discontinue them at-once. Respectfully-yours,*

(c) *Dear-Sir: Replying-to-your-letter of-yesterday, we-think your-writing is too perpendicular, and-that-you do-not observe a due proportion in-the-size of - the letters. Your downstrokes are by-no-means proportionate in length to-the horizontals, and you-are rather indiscriminate in-the use of-phrases. The most sensible plan for a man of-your sensibility would-be to-take a course-of-private lessons, and-we-shall-be-pleased to see-you with a view to-this. We-do-not propose to establish a branch in-your town at-present. Yours-respectfully,*

The following letters to be written in Shorthand.

Exercise 205.

Messrs. L. Baring & Co.,
Accrington.

Gentlemen :

We are deeply sensible of your kindness in giving us the information set forth in your favor of the 10th inst., and we shall be pleased to reciprocate at any time when it may be in our power to do so. The business is a peculiar one, and we have to be careful not to take an undue proportion of risk by indiscriminate haste. Thanking you again for your courtesy, we remain

Yours very truly,

Exercise 206.

Mr. G. E. Heeney,
Bristol.

Dear Sir :

We have your letter of yesterday, and we are looking into the matter. We are quite unable at present to explain the cause of the trouble with the last consignment, but we will write you again in a day or two.

Yours truly,

Exercise 207.

Messrs. Stainer & Co.,
Boston.

Gentlemen :

We are much obliged for your information about the stain, and we enclose herewith trial order for five gallons of No. 3 quality, dark. We shall be glad if you will also send a specimen of the work of No. 5a.

Yours truly,

Exercise 208.

Mr. H. A. Carey,
Southport.

Dear Sir :

We take pleasure in enclosing you a card herewith, upon presentation of which at our Mineral Spring

Pavilion, *we-will-be-pleased to-serve you with any of-our artificial mineral waters in-which-you-may-be particularly interested, and-will give you any-information you-may desire.*

Our waters are compounded according-to-the standard analysis of-the various natural springs, and are manufactured only with chemically pure salts and distilled water.

We-feel that-the fact that our waters are prescribed by, and used in-the families of-over eighteen hundred physicians in-England, should-be a sufficient guarantee of-their purity and wholesomeness.

This pavilion was erected in 1904 at-the request of numerous physicians, and-is used during-the early morning hours by patients who-have-been sent there by-their physicians to-take one of-the various cures, and derive, at-the-same-time, the benefit of exercise in-the open air.

Yours-respectfully,

Exercise 209.

*Mr. C. Singer,
Coatbridge.*

Dear-Sir :

We-are-much-obliged by-your-favor of-yesterday, enclosing-cheque value £17 11s. 6d. in settlement of first quarter's account; but-we really cannot allow the 5% cash discount which-you deduct, the account being actually three-months overdue. Kindly therefore send a further remittance of 18s. 6d. when-we-shall-be-pleased to-return-the statement fully discharged. We-think-you-will agree-with us, that-it-is unfair to-expect cash discount and-three-months' extra credit as-well.

Yours-truly,

ADDITIONAL EXERCISES.

(No. 1.)

Messrs. Kingsley & Sons,

Bury, Lancashire.

Dear-Sirs:

We are much obliged for your letter of the 14th inst., with reference to the new machine which we have just placed on the market. We are pleased to know that you are so thoroughly satisfied with it, and we should feel still further obliged if you would kindly permit us to reproduce your letter in the new advertising booklet we are preparing to issue in the early autumn. We have already received permission to incorporate letters from many of our clients, and we confidently anticipate your kind sanction to add yours.

Regarding your note as to the despatch of your last order, we have made inquiries and find that the special parts you mention were undoubtedly packed in the largest of the three cases sent to you on the 11th inst. We have no doubt that further inquiry at your end will confirm this statement.

With regard to your order No. 546, we hope to be in a position to despatch the whole of the pulleys on or before the 28th inst.

Yours truly, [188

(No. 2.)

Messrs. Drake & Swan,

Carlisle.

Gentlemen :

We have your favor of the 20th inst., together with cheque for £15 5s., for which please accept our best thanks. Formal receipt is enclosed here with along with advice note of the goods which have gone forward to-day, and which we trust you will find satisfactory in every way.

Our representative visits your district twice a year, and-will in-future call-upon you, advising you some-time in-advance. Any orders with-which-you-may favor us through-him will-be executed on journey terms, namely, six-months'-account less 5% discount.

Yours-respectfully, [100
(No. 3.)

*Mr. Paul Dootson,
Salford.*

Dear-Sir:

With further-reference to-our conversation with you on-the 6th-inst., we-have reconsidered the question of-your contract, and-we very-much regret that-we-do-not-see our-way to-renew it on-the conditions at-present in-force. Our calculations show that-we-have lost considerably by-the agreement, so-that-we-are-obliged to-terminate-the same. You-will, therefore, please-take formal notice that under-the-terms named in Clause 5 of-the contract we-shall discontinue the supply of coal to-you, at-the-prices charged under-the contract in-question, on March 25th next, on which date the said contract will expire.

We-shall-be very-pleased to-discuss-the question of a new contract with you on revised terms and conditions, and-if-you-will make-(an)-appointment our Mr. Barnet will-be-glad to-call-upon you.

Respectfully-yours, [158
(No. 4.)

*The Ellison Bicycle Store,
Birmingham.*

Dear-Sirs:

We-have-your-favor of July 31st, enclosing advices of accessories despatched in compliance

with our instructions, and-we-are-much-obliged for-your prompt-attention. With-reference-to your remarks about-the number of inquiries you-receive direct from this district, the matter is easily explained. There-is a belief largely prevalent that by dealing with headquarters direct buyers save ten or fifteen per-cent. We-propose shortly to issue a circular-letter to-remove this wrong idea, and-we-trust you-will afterwards cease to-be troubled with-these inquiries.

We-have-had two-(or)-three complaints regarding-the finish of-the last consignment of "Climbers." Perhaps you-will look into-(the)-matter, and see if-there-is-any ground for-the complaints?

We-enclose-here-with a further batch of-orders for-the No. 4 "Star Cycles," and-we-shall-be-glad if-you-will-arrange to-deliver these strictly on time, as they-are urgently wanted.

Respectfully-yours, [170

(No. 5.)

*Mr. William Harrison,
Sale, Cheshire.*

Dear-Sir:

We-have-your-favor of-the 20th-inst., enclosing-cheque value £85 10s., in settlement-(of)-account, and for-which-we-thank-you. We-are-sorry that-you do-not consider lot 543 good value, but-we-feel sure we-could-not-have got it at-the-price if-it-had-not-been that-the-majority of-the buyers were overstocked. Similar lots went off easily at higher-rates. We-feel sure, however, that on-the whole we-have executed your commission to-your satisfaction, and-that-you-will entrust us with similar commissions in-the future.

Respectfully-yours, [106

(No. 6.)

Mr. Reuben Shaw,
Derby.

Dear-Sir:

We-have-carefully-considered the question raised by-our Mr. Johnson, namely, that-we should grant you a discount of 10% on our account, and-we-regret to say that-we-do-not at-present see our-way to-offer you more-than-the 5% you now receive. We-may, however, add that should our account with you reach-the sum of £1,000 a year we-shall-be-pleased to increase-the discount allowed you to 7½%; while, if-the-account should reach £2,000 a year, we should then be-able-to raise the discount to 10%. We-would remind you that yours is a six-months'-account, and-we-think-you-will-agree that-this-is long-credit.

Respectfully-yours, [128

(No. 7.)

Mr. Peter Bennett,
Exeter.

Dear-Sir:

Referring to-our conversation here on-the 17th -inst., we should-be-glad if-you would kindly sign-the enclosed formal agreement embodying-the terms already verbally agreed to. As you-are aware, we require you to-take up-the duties of-the appointment on-the 1st of July, without fail, and-we-hope to-hear that-you-will-be prepared to-do-so. Please supply us immediately with a list of-your requirements in-(the)-way-(of) stationery, etc., so-that-we-may get these in-hand and-have everything ready for-the 1st of July.

Yours-truly, [105

(No. 8.)

Mr. Edward Lowther,
Christchurch, N.Z.

Dear-Sir :

Your-letter of-March 30th came duly to hand, and-we-thank-you sincerely for-your suggestion, which shall receive our most careful consideration. You-may depend upon-it that-we-shall-not forget you should there-be anything in-your line in-the future. It-is a curious fact that-we frequently receive suggestions for-the-same thing from two or more correspondents at-the-same-time. It-is-so in-this-case. A fortnight ago a correspondent offered us a scheme practically the same as your-own, and he-is to-submit full details in-the-course of a few-days. Whether we-shall-do anything with-it or not, we-cannot at-present say. We-will write-you again in a week or so.

Yours-truly, [136

(No. 9.)

Mr. S. Wilson,
Perth.

Dear-Sir :

We-thank-you for-your-favor of-the 10th-inst. It-appears to us, however, that-it-would-be much-more to-your advantage to obtain your supplies nearer home, as your orders would-not, in-all-probability, be large enough to warrant the expense of carriage. We-enclose-here-with a list of-dealers who buy in bulk from us, who stock practically all-our leading lines, and who-would very likely offer-you terms that-would suit you.

(No. 10.)

Messrs. Hill & Blears,
Liverpool.

Gentlemen :

We thank-you for-your-letter of-the 12th-inst., and for-the promptness with-which-you acceded to-our request to act as our representatives on-the Liverpool market. We-agree to-the-terms named in-your-letter, and-have already, as advised by cable, made you a consignment of 550 bales. The cost-price as shown on enclosed Pro-forma Invoice amounts to £1 14s. 6d., and-we-trust that your market will improve at-least a few points before-the consignment arrives, to-day's quotations being very discouraging. We-have-drawn on-the Bank-(of)-Liverpool, as authorized by-you, for 80 % of Invoice, viz., £3,950. Bill of Lading and Certificate of Insurance are attached to-draft. We-shall-be-glad if-you-will remit further proceeds by cable transfer. Copies of cablegrams enclosed.

Yours-truly, [143

(No. 11.)

Mr. R. Goodman,
Gloucester.

Dear-Sir :

We thank-you for-yours of-the 25th-inst., with order No. 786, which-has-been put in-hand. The information you-give with-regard-(to) E. H. is more favorable than-the report furnished us by Black's Agency. Please look into-the case very-carefully and make some further inquiries as to-his reliability, and advise us if-you think it-would-be safe to-grant the credit desired. We-shall-not forward the goods until we-have-your further-letter.

Yours-truly, [91

(No. 12.)

Mr. W. Davis,
Hanley.

Dear-Sir :

Referring-to-your-favor of-the 10th-inst., we-regret that-the alternative you offer would-not suit our purpose at-all, while-the price you quote for a special lot is much beyond what we-have previously paid. Such a figure would compel us to name a price for our work which-would-give us no hope of obtaining any of-the large contracts for-which-we desire to compete. If-you-cannot revise your-terms we-must look elsewhere for our requirements.

Yours-respectfully, [93

(No. 13.)

Messrs. Turner & Smith,
Luton.

Gentlemen :

Yours of-the 12th-inst. to hand this morning. In-face of-the increased rates now ruling in-almost every branch of-the trade, we-assure-you it-is-quite-impossible to-quote former prices to-our customers, and-in raising our quotations we-have-only followed-the example of-every other manufacturer. We-are willing, however, to-make a sacrifice so-as-to enable-you to compete favorably for-the contracts referred to in-your-letter. We-shall, therefore, let you have-the special line as per sample enclosed with our-letter of-the 10th-inst. at-the reduced rate of 1s. 6d. per pound, in-not-less-than five-ton lots. Please wire us on receipt of-this-letter if-you-agree, as prices are likely to-go up further in a day or-two.

Yours-truly, [143

(No. 14.)

Messrs. King & Pearce,
Manchester.

Dear-Sirs :

We should-feel extremely-obliged for-your opinion regarding-the general standing, reliability, and solvency of-the person named on-the accompanying slip. This-gentleman has-been a customer of-ours for-years, and-until recently has always met his engagements punctually. Lately, however, we-find it exceedingly difficult to obtain a settlement of-our account with him. We-shall, of-course, regard your information as absolutely confidential, and-we-shall-be-glad to-return-the service, should occasion arise. Thanking you in-advance,

Yours-respectfully, [95]

(No. 15.)

Messrs. Schuster & Co.,
London, E.C.

Gentlemen :

As I-have frequently to-make large purchases of dye-stuffs in Germany, and am consequently under-the necessity of remitting considerable sums to-that country, I should like to-find a more advantageous method of doing-so than-the purchase of-drafts from-my local banker, who charges what I-consider an unduly high commission for-the service. Will-you please-inform-me if-you would-be disposed to effect such remittances at-the prevailing market rates? I should forward my cheque on-my local bank when instructing you to-remit, and-I-am-confident that any-inquiry you-may-make here will prove to-you the perfect safety of-such transactions with me. Trusting to-receive an early-reply,

Yours-respectfully, [131]

(No. 16.)

*The General-Manager,**Dear-Sir :* Sun-Blind-Co.,-Ltd., Macclesfield.

We-are-obliged for-your cheque in-part payment of-our account up to 30th June last, and-we return-the statement herewith, duly receipted. We also beg-(to)-enclose-herewith copies of-the invoices which you have struck out, and-we-shall feel obliged if-you will kindly forward remittance for-the balance at-your-earliest-convenience, so-that-we-may clear our books. We-regret that-we-cannot allow the contra deductions you have-made. These evidently concern our City Branch, and-as their-accounts are quite distinct from ours your invoice should-be-sent to-them direct.

Yours-truly, [113]*Brown & Riding,* (No. 17.)*Dear-Sirs :* Jamaica.

We-have-much-pleasure in-sending you our catalogue, which-you-will-find embraces most classes of-goods at-present in use in-the West-Indies, together with details of-our export discounts for-your guidance. Goods are delivered free-(on)-board steamer at Liverpool, London, or Southampton. Orders should-be accompanied by remittance, or reference to-some English-bank or established mercantile house by-whom payment could-be-made on-presentation of bill-of-lading. While writing, we-may mention that-we should-feel obliged if-you would give us, if-possible, a list of-the names of-the various-firms in-your line in Jamaica and adjacent islands, as-we-are desirous of cultivating the trade with-the West-Indies, and should like to-send our catalogue to-the principal traders.

Yours-truly, [141]

Dear-Sirs : (No. 18.*)

We-are-duly in receipt of-your-favor of-the 18th-inst., informing us of-your-regret that owing to-the " Firefly " having filled with cargo on-Wednesday-morning you-were unable to ship the case of soaps forwarded to-you for Sydney. We-are very-much disappointed to-hear that-the-case has missed the " Firefly " as-the contents were samples affecting a large contract, and delivery being very urgent the package was specially marked for prompt transit. The excuse you-make for non-shipment seems absurd, as-the case in question measures only about half a cubic foot, and-we-can-only think that-this has-not had your proper-attention because-the shipment is so small a matter. We-hope-you-will-not fail to-find some space for-it in-the " Victoria " sailing on-Thursday-next.

We-are compelled to add that if our small shipments are-not to-receive-the same prompt-attention as given to-our larger consignments, we-shall-be-obliged to-seek-the assistance of-other shipping agents.

Yours-truly, [180

Dear-Sirs : (No. 19.*)

In-accordance-with your-request I-made a careful examination of-your properties from March 24th to April 8th last.

The Cheshire mine, which-is held under an option, is an entirely different formation from-the-other group. While it occurs in rock of-the same general class, it consists of a mineral formation of a much-more definite character and-is in-fact a distinct, although irregular, body. It-has-been worked for a long period under varying conditions and-in an extremely irregular manner, the operations for-many-years past consisting of extracting

* Examination Test Lancashire and Cheshire Union of Institutes.

the best copper ore by native miners who-were allowed to work wherever they could find ore, for-which they-were paid according-to its quality. In-this-manner a quantity varying from 300 to 450 tons, averaging over 20 per-cent of-copper, has-been extracted per-annum, and-it-has left a series of workings running in different directions and-at every possible gradient. These workings extend into-the mountain about 300-feet, and-the total depth from-the highest to-the lowest point is about 200-feet.

After a careful examination and frequent sampling I estimate that-the quantity of ore which-may-be safely considered to-remain in-the-mine is 18,000 tons, averaging 8 to 12 per-cent. of-copper, and 8 to 10 ounces of silver per ton.

Yours-respectfully, [240

Dear-Sir : (No. 20.*)

In-reply-to-your-favor of-yesterday's date in-which-you complain of-the slow progress made in-the erection of-the new Police Station in Corporation Street, we-regret to inform-you that-the delay is entirely owing to-our inability at-present to obtain further supplies of stone.

We-have written to-the quarry owners several-times urging them to-forward the stone without-delay, but-they inform us that for-some days past out-door work has-been impossible, also that-they have-no stock on hand of-the dimensions required.

With a view to hastening delivery our Mr. Jenkins visited the quarry on-Monday-last. He found-the hill-sides thickly covered with snow, and work entirely suspended, which, of-course, only confirms the information we-had already received. He-was, however, assured of-prompt-attention at-the earliest possible moment, that-is, when-the frost breaks up.

* Examination Test, Lancashire and Cheshire Union o Institutes.

We are very anxious to finish the contract quickly, and feel confident—notwithstanding this unfortunate delay—of completing well within the allotted time.

Yours-very-faithfully, [180]

Dear-Sirs :

(No. 21.*)

We have duly to acknowledge receipt of your letter-(of)-yesterday enclosing claim from Messrs. Jones Brothers for £68, balance of account.

We cannot, in any way, agree with the contentions you put forward, doubtless on the instructions of your clients, that we were not justified in refusing to take delivery of the remainder of the goods outstanding on the 19— Contract. We have frequently written your clients, as probably you will know, stating our inability to take delivery owing to our customers, in different parts of the world, rejecting shipments on account of bad quality, and not being to sample, and have further informed them that the losses we have sustained, and the allowances we have been compelled to concede, by reason of these rejections, are such that we should have to make a considerable claim for damages and loss. These we have now ascertained amount to £150.

Hence, we regret, we cannot accede to your request for payment of the balance said to be due.

Yours-truly, [180]

Dear-Sir :

(No. 22.*)

In accordance with the request contained in yours of the 9th instant, we have forwarded per parcel-post samples of paper, envelopes, and other stationery, and trust that you will be able to make a selection suitable to your requirements.

We ask your special attention to our Manila goods ; they are of exceptional strength and value,

[^] Examination Test, Lancashire and Cheshire Union of Institutes

thoroughly reliable *in-all-respects*, and, considering *their* fine quality, *the* prices are strictly moderate.

You-will-notice-that upon each sample quotations are given for various quantities, *but should you* desire stationery of special size or design, not included among our samples, *we-shall-be-pleased to-quote* prices *if-you-will* kindly send particulars of-your wishes. We also make a speciality of envelopes and picture postcards for advertising purposes, *and-the* specimens *we-have-sent* will give you an idea of-the high standard of-our productions.

We-have every facility for undertaking commercial and general printing of all-kinds, *and-enjoy a high* reputation in-London for first-class work, and are prepared at any-time to-forward an estimate should you so desire, or if, *as we-understand*, your stationery is supplied under a yearly contract, *we-shall-esteem it a favor if-we-may-be* permitted to-submit our tender for-the approval of-your-Directors.

Please retain *these* samples for future reference. Assuring you of-our best endeavors to-give every-satisfaction.

Yours-faithfully, [240

(No. 23.*)

9 The Crescent, Chesterfield ;

Dear-Sir :

April 6th, 19—.

We-enclose you herewith the agreement for-signature, and also the Schedule referred to herein. *We-shall-be-glad if-you-will go through* same and return it to us at-your-early-convenience, *when-we-will* take-the necessary steps to-have-the document executed. *We-presume you-will give us a call in-the-course of-the next-few-days in-order-to* check-the items with your-own list. *With-regard-to your wish to commence building on-the* Blackrock Estate *as-soon-as-possible, we-think-it*

* Examination Test, Society of Arts

necessary to-draw your-attention to-the fact that a covenant in-the deed provides that a purchaser of a plot upon-the Estate must-not erect any building the plan of-which-has-not-been approved. This-plan in-your-case has-not-yet-been prepared. We-do-not-think, however, that-the erection of a temporary structure for-(the)-purpose-(of) proceeding with building operations when-the plans are passed would come under-the definition. Under-the Act you-will-have to-give notice to-the Corporation of-your intention to-build, and deposit plans showing elevation, details and sections of-the building, the drainage system, and-the position of all adjoining buildings and streets. The By-laws made in pursuance of-the Act provide that-the Corporation must accept or reject the plans within twenty-eight days. We-are, Yours-faithfully,

WRIGHT & JONES. [250

(No. 24.*)

London ; April 10th, 19—.

To Messrs. Walker and James, Limited, Bristol.
Dear-Sirs :

We-thank-you for-yours of-yesterday's date, enclosing particulars of another consignment from-the East. We-are giving your enclosures our careful attention, and hope to-be-able-to-write you in-respect of-the-matter in-the-course of-the next-week. It-is by-no-means certain, however, that-we-shall-require to increase our stock of-this particular article for at-least another six-months. The receipt of-your communication reminded us that-we-had intended writing-you with-regard-to-the last consignment of-tea, which in-the opinion of-our adviser was very far from being up to-the sample on which-we bought. We-placed our order

* Examination Test, Society of Arts.

with you on-the basis of-sample No. 4, labelled "Assam," but-we discovered, when too-late to-rectify, that-the chests delivered were marked "Ceylon." Of-course, on-the difference in-the place of-growth we raise no question, but-the tea was undoubtedly of an inferior picking and-of a quality below the standard anticipated. We-shall, therefore, look for a larger discount than you-mentioned with-regard-to-this particular purchase. We-enclose-cheque to-cover account up to and-including March 29, and shall-be-obliged by receipt in-due-course. We-have-made-the necessary alterations involved by-your acceptance of-the proposition in-ours of-the 9th ult.

Yours-truly,

BROWN & JOHNSON. [250

(No. 25.*)

Cross Street, Liverpool ;

Dear-Sir :

March 3rd, 19—

Your-letter of-the 20th ult. came duly to hand, and-we-note what you say with-regard-to expediting the preparation of-the contract of-sale. The delay is chiefly due to Mr. Thomas's absence from home : but he-has-now returned, and-we-expect to see him in-the-course-of to-day or to-morrow, when-we-will at-once put the matter in-hand. With-respect-to-the piece of land you-refer to in Greenhill Road, we-agree-with you that at-the-price you-mention the investment should prove profitable. The district is developing rapidly, and-promises to become one of-the chief residential suburbs of-the city. Already the Park estate, closely adjoining Greenhill Road, is being rapidly covered with houses of a good-class, and-there-are prospects of an extension of-the estate towards-the south. Under-(the)-circumstances.

* Examination Test, Society of Arts.

therefore, it-might be worth your while to bid for-the-property. The extension of-the electric-cars from-the city must have an important effect upon the development of-the district. The authorities are busy laying down the new rails, and-it-is anticipated that by about-the end of-July the trams will-be in full running. The most obvious result, of-course, is-the activity of builders to acquire building land in-the more remote suburbs, and an enhancement of land values must necessarily follow.

Yours-truly,

WILMOT & Co. [250

(No. 26.)

Mr. Matthew Jennings,

Dear-Sir : Kidderminster.

Some-time-ago I addressed a letter to-your-place of business regarding a bill of £56, which-is due to-the Elite Printing-Company. My collector informs me that your office at 240 Main Street has-been closed for over a month. In-order-that-you shall-not-be-able-to-claim that-you did-not receive due and seasonable notice, I-have instructed that-this be served on-you personally. I-shall wait three-days before taking legal-proceedings to enforce payment.

Yours-truly, [97

(No. 27.)

Mr. Fred W. Lawrence,

Dear-Sir : 49, Broadway, Ealing, W.

The examination of-the directors of-the Wm. Jonson Electric-Company is set for to-morrow, Wednesday, May 6th, 19—, at-the office of Charles A. Townsend, 78 Chancery Lane, E.C.

I-expect that-it-will-be-necessary for-me to-refer to-the books of-the Company, and to-day I-sent to Mr. B. Bartram's office for-them. I-am-informed

by Mr. Dodd that-the books are at-your office, and-therefore request you to-kindly let the bearer have-them to-produce on behalf of Mr. B. Bartram at-the examination.

I naturally desire to-take a good look into-the books before producing them at-the examination, and, accordingly, hope you-will let-me-have them with-the least possible delay, if-you-cannot send them by bearer.

Thanking you in-advance, I-am,

Yours-respectfully, [155]

Mr. Robert Jones, (No. 28.)

Dear-Sir: Birmingham.

We-beg-(to)-inform-you that-we-are registered owners of letters patent No. 645,432, dated Dec. 6th, 19—, and granted upon-the invention of Arthur Wells for Improvement in Bicycle Pedals. Prior to-the purchase of-this patent, we-had-the question of-its validity passed upon, and-on-the favorable report made to us we purchased the patent. Other solicitors besides those-who acted for us have examined the patent and-we-are-in-possession of-their favorable reports or of copies of-them. Since-we acquired-the title of-the patent, we-have-taken steps to-protect our exclusive right as-to-the invention, and are-now prosecuting suits against infringers.

As you doubtless know, or will-be advised by-your counsel, everyone who manufactures, uses, or sells bicycle pedals embodying-the invention of-the Wells patent is an infringer and-is accountable to us for-his profits as-well-as for our damages by-reason of-loss of-trade.

Recently it-has-been brought to-our-attention that-you-are dealing in bicycle pedals which infringe upon this patent. We-desire to-give you this

formal notice of-our rights in-the-premises, and to caution you to cease at-once from further infringement upon-the Wells patent. Your failure to cease from infringement will of-course make you liable to us for future damages and-profits, as-well-as for-those-which-have already accrued from-your infringement.

We-have-no-desire to-proceed to-legal measures in-this-matter, and-we-trust, therefore, that-this-notice will-be-sufficient to put an end to-the infringement of-which-we complain.

Yours-faithfully, [292

(No. 29.)

Messrs. William Meeker & Co.,

Gentlemen : Edinburgh.

Enclosed-please-find our standard advertising rule, which-is guaranteed to-be absolutely correct, and-which-we-trust may-be of-some use to-you in-your business.

Thinking you, like many other publishers, may-have on your books a number of subscribers and advertisers who-have made no response to-your-request for settlement, we-beg-to-call-attention to-some points of-our business. Our eight years' experience in-this business, confining ourselves strictly to publishers' accounts, together with-the fact that-we-are-now collecting 90 % of-lists handled by us—collecting during-the year 19— over £250,000 for publishers—is some evidence of-the fact that-we-can, and do, get-the money. Our terms are commission only on-the amounts collected. Should you desire further information or particulars regarding our methods, on receipt of-the enclosed postcard our representative will-call on-you. Awaiting your-favors, We-are

Respectfully-yours, [174

Mr. G. Sellers, (No. 30.)

Dear-Sir : Leicester.

I regret to see-the contents of-your communication of-the 8th-instant relative to-the-manner-in-which our new gas stove has-been received up to-the-present in Leicester and district, and-thank-you for drawing my-attention to-the-matter. Your suggestion as-to a reduction in-the-price will-be-considered immediately, and you-will, I-hope, soon be given figures which-will-enable-you to more successfully compete with-the representative mentioned, if, as-is stated by-you, it-is-only the matter of-cost which keeps buyers back.

The various orders you sent with your-letter are being put in-hand immediately.

Yours-faithfully, [117

(No. 31.)

Thomas Brown & Co., Ltd., Manchester.

Re our order No. 2,600, dated April 1st.

Dear-Sirs :

We-have written you on-several occasions requesting delivery of-the goods to above order, but, notwithstanding your repeated promises, we-are still unadvised of-their having-been sent off. We-informed-you in-our-last-letter that space had-been booked for-these-goods in-the s.s. " Monarch," and-it-is-most provoking to us to-learn that-the boat has-been obliged to-sail without-them. We-are to-day instructing our shippers to-reserve space in-the " Cedric," leaving Liverpool a week to-morrow, and-we-trust you-will-do your utmost to push these-goods forward in-time to-catch this vessel. We-are advising our correspondents that-the-goods will certainly go forward by-the " Cedric," and-we rely upon you to see that-we-are-not again disappointed.

Yours-faithfully, [154

Mr. Walter Shaw, (No. 32.)

Dear-Sir : Perth.

We-are-at-present desirous of-transferring to a local agent, for collection, the premiums on-certain policies the holders of-which reside in Perth or its immediate neighbourhood, and Mr.-Makin, our Dundee secretary, has suggested to us that-we should add the premiums in question to-your existing collection. We accordingly have-much-pleasure in-enclosing a complete list, and also a list of-the policies already transferred to-your agency. You will-be allowed 2½ per-cent. commission on-the premiums so-long-as you collect them and act as our agent. We also enclose receipts, notices, and relative statement-(of)-account for six premiums which fall due on 1st prox., and-we-shall-be-obliged by-your giving the matter your-attention in-due-course. Mr.-Makin, we-are-sure, will-be-glad to-give you every assistance in-his-power. Please-let-us-know if-you-are willing to undertake-the collection on-the above-named terms.

Yours-faithfully, [172

Williams & Co., (No. 33.)

Dear-Sirs : London.

Your-favor of-the 18th-inst., ordering 50 pieces of woollen dress-cloths, and-parcel containing patterns and instructions for-same, duly to hand, and-we-are-much-obliged. We-regret, however, that-we-cannot possibly deliver-the goods by-the date you-mention. We-have-several very-important shipping contracts on hand which-must-be-ready for shipment at a certain date, or we run-the risk of-their being cancelled and-the goods being thrown upon our hands. Kindly grant us a short extension of-the time, when-we-shall give your order our very-best-attention. We-must also

point-out to-you that-the-prices quoted in-your-letter are those of twelve months ago, and are much below current market rates. There-has-been a great-advance in-the-price of raw material during-the last six-months, and, consequently, we-must ask for 3d. per yard more on-these-goods. Kindly wire us as-soon-as-possible whether you-will allow us to-proceed with order on-these terms. Thanking you for-your-favor, We-are, Gentlemen,

Yours-faithfully, [192

(No. 34.)

Messrs. Kingston & Sons,

Dear-Sirs: Farnworth, near Bolton.

Your-favor of-the 18th-inst., duly to hand, the contents of-which-have-been noted. With-regard-to piece No. 19,718 which-you say is four pairs short, this piece contained black-lead, and-we-are-sending-the four pairs in question in a separate parcel in-order-that-you-may examine the same. Referring to piece No. 18,970, we-find that-this-only contained 18 pairs when received, and-we-shall-be-obliged by-your looking into-(the)-matter further. We very-much regret-the errors that have occurred in-the finishing of-the goods for orders 19 and 23, and-will-take steps to obviate this in-future. Your instructions, re dress and shade, shall receive our careful-attention in-any-future orders we-may-be favored with. Trusting to-receive a continuance of-your support,

We-are,

Yours-faithfully, 161

(No. 35.)

Messrs. Brewer & Co.,

Dear-Sirs: Water Lane, London, E.C.

I-am-in-receipt-(of-your)-favors of-the 16th April and 4th May, and also Messrs. Bell & Sons'

letter of-the 30th April by-the " Nile," which vessel arrived here on-the 10th May, and-has discharged her cargo in good order. I-observe that Messrs. Bell &-Sons, not having sold-the wines, have debited me provisionally for-the-cost of-the articles shipped for-my-account, in-the-sum of £148 17s. 6d., and-have-noted the same accordingly. I-have-also credited you for premium of insurance £4 10s. 6d., the account thereof having-been found correct. It-is-(a)-matter of-great-disappointment to-me that so-much delay has taken place in-the sales of-the wines, and-I-am-afraid your friends at Hamburg, having business of-greater importance to attend to, or being out-of their routine, have-not paid the attention to-this small consignment which I-could have wished and expected. I-hope Messrs. Tollmo & Co. will-be more-successful at Petrograd, otherwise I-shall-be awkwardly situated. I-had calculated on-drawing on-you for another £1,000, in-the expectation that-you would-have-been reimbursed in-full by-this-time for-your advances last autumn. Under-(the)-circumstances, and-considering that-you-are fully covered for any balance that may-be owing when you-receive-this, I-trust you-will allow me to value on-you for-that sum. The wines and some fruit shall-be shipped as-before, direct to-your address, as I-do-not doubt that-you-will-be-able-to obtain in-London the same-price of £25 per pipe which you obtained for-the-last, which-was a remunerative one. Awaiting your-reply,

Yours-faithfully, [320

(No. 36.)

Messrs. Hood & Henderson,

Dear-Sirs: Liverpool.

We-have-your-letter of-yesterday, in-reply to-ours of 31st ult., and are pleased to see that-the-

-same has-been so favorably received. As requested, we-have instructed our traveller to-call at-your office on Tuesday-afternoon; and he, no-doubt, will-be-able-to satisfy you on any technical points you-may wish to ask with-regard-to our machines. We-pay railway carriage to any part of-the country on orders for three machines and upwards; an extra charge of 3s. is made on each machine for crate and canvas packing, which-are-not returnable. Terms are 20 % for cash in-one-month; 15 % in three-months; and thereafter up to six-months, strictly net. Should you entrust us with an order, we will-not fail to-turn out machines that will, we-are confident, give you every-satisfaction.

Faithfully-yours, [160]

(No. 37.)

Mr. George Anderson,

Dear-Sir : Leeds.

Your-letter of-the 10th-inst. regarding-the error made by-the Railway-Co. in consigning your bag of icing sugar on 29th October, is to hand, and-we-are-very-sorry if our letter appeared to be anything but sympathetic. We-have-not got a receipt from-the Railway-Co., but-there-is-no-doubt whatever that-it-was properly consigned as X.L. icing, and-we should strongly advise you to-press your claim on-the Railway-Co. There-is-really no mistake here over-the second consignment. If-we-have-not already expressed our regret for-the original blunder, please allow us to-do-so now, for-we certainly feel much annoyed about it.

Yours-truly, [126]

(No. 38.)

Messrs. Smith & Jones,

Dear-Sirs : Birkenhead.

I-deeply regret that-there-has-been so-much correspondence between-the firm I represent and

yours in-the-matter of-the goods you consigned to us some-time-ago, which arrived here in-such a condition that-it-was-impossible for us to introduce the goods to-our customers, without seriously damaging our reputation. We-think-we-have produced sufficient evidence to convince you that-the-goods did arrive in-the condition we-have stated, while you, I-note, still maintain that-they-left your warehouse in-the usual way. I-consider there-must (have) been some gross neglect on the-part of-some of-your packers, who-must-have introduced into-the parcels portions of-the goods unfit for human consumption. However, bearing in mind our previous satisfactory transactions, and your spontaneous offer to allow us certain extra discount on-the consignment in question, we-are-inclined to bear some portion of-the loss. For-this purpose I-return you-the invoices you have sent us for revision, and shall-be-pleased to-receive new ones in-their stead. With-regard-to our future dealings with your firm it-must-be on-the strict understanding that no similar irregularity occurs in-future, and-that-the greatest possible care be taken to insure the very-best goods. I-must acknowledge you have always given satisfaction previously, and-this fact has induced us to-make sacrifice of a portion of-our outlay. Yours-faithfully, [250

Mr. S. Hardman, (No. 39.)

Dear-Sir : Rochdale.

Are you open to-purchase any 3" × 9" and 3" × 11" 4th Archangel yellow deals? We-have about 3,000 standards of-these goods now on-the quays, and can offer them to you at £9 15s. per standard F.O.B. your craft here. These-are good, square, hearty deals, and just suitable for-your work We should like you to-come and-inspect

them, if-you-could make it convenient to-do-so, but-we-must ask-you to-let-us-know quickly, as we-must clear them from-the quay at-once to-make room for further deliveries expected in a week or-two.

Faithfully-yours, [123

(No. 40.)

Messrs. Boot & Harvey,

Dear-Sirs: Halifax.

We-have your-favor of-yesterday, and regret to-find that your complaints are well founded. Through some misunderstanding with-the clickers, your uppers were got up extra light, whereas they should-have-been the reverse. Under-(the)-circumstances, we-shall-be only too-pleased to-accept your-proposal for a reduction, and-in-order not to-break relations which-have existed for a very-lengthy period, we-have allowed an abatement on-the ladies' boots also. The last-named, which completes your-order, will-be transmitted to-you in-due-course. We-have given every-attention to-the execution of-the order, and are certain that-you-will-be perfectly satisfied with-this consignment. We-deeply regret-the unfortunate delay, but-this has-been entirely unavoidable. Awaiting your further favors, and assuring you of-our best-attention, we-are,

Yours-faithfully, [149

(No. 41.)

Messrs. Wood & Heary, Ltd.,

Dear-Sirs: Lancaster.

We-have completed the audit of-the accounts of-your Company to-the 31st October last, and-we-now hand you interim and approximate Balance-Sheet at-that date, which-is certified by us so-far-as clerical accuracy only is concerned. You-will-notice-that-the Suspense Account does-not represent-the

final-balance of-the funds received from-the old Company, inasmuch-as averages amounting to-over £1,500 have-been collected by-the Limited-Company on-account-of-the old Company, and against this amount insurance calls have-been paid for liabilities incurred prior to-the formation of-the Company. As-soon-as all-these items have-been finally settled, an adjustment of-the Suspense Account between-the old partnership and-the Company will-be-necessary.

Yours-faithfully, [143]

Mr. A. Benson, (No. 42.)

Dear-Sir: Warrington.

In-reply-to-your-esteemed-favor of 30th ult., we-beg to-forward samples of various qualities of handkerchiefs and toweling for-your inspection. These-goods are all marked at-the lowest possible prices.

We-enclose full range of linens and-will-thank-you to select-the quality desired.

We-beg-(to)-inform-you that-we-have appointed Mr. Alfred Coles as manager of-our Manchester Branch. Mr. Coles will also represent us in Liverpool and Warrington, and-will shortly have-the-pleasure of-waiting on-you with full collection of patterns. Kindly reserve your further orders till he-has submitted the latter.

Yours-faithfully, [111]

Mr. N. Bevan, (No. 43.)

Dear-Sir: Westminster.

Replying to-your inquiry of-the 6th-inst., and-according-to information obtained from houses accustomed to-deal with him, we learn that-the gentleman referred to has ceased to be as punctual as formerly in meeting his engagements.

He-is, we-are-informed, an intelligent and energetic man of business, but-has recently joined in several undertakings of a very speculative nature which-have proved anything but remunerative. He-is, in-short, reputed to-be overtrading his means with unjustifiable audacity.

In-your-case we should take energetic measures for-the recovery of-your debt, before a crash comes, or-you-may-find that others have-been beforehand with you.

We-think-it-is quite possible that your debtor's relatives may come to-his aid and avert a disaster.

The information here afforded is, of-course, to-be regarded as strictly private and without prejudice to-the firm or-the writer. Yours-faithfully, [160

Brierley Bros., (No. 44.)

Dear-Sirs : Glasgow.

In-reply-to-your-letter of-the 20th-inst., we-shall-be-pleased to-forward you as desired, current price-list and pattern book of-our new season's goods, which-we-hope will meet your-requirements and give satisfaction. We-beg to-draw your-attention to-the fact that-we-have-now on hand a large variety of novelties for-the coming season. These are specially marked in-the-list, and-we-feel sure they-would-be worth your while to stock, as we anticipate a large demand in-these-lines during-the-next month or-two. We-are-expecting other specialities very-shortly, and-will-forward further-particulars in-due-course. We-are-desirous of-once-more showing ourselves worthy of-your confidence ; therefore, if-you-will kindly furnish us, as-soon-as-possible, with a list of-your orders we-will send on a consignment on approval without-delay. We-are-informing our numerous customers of a change in-the firm, and you-will observe by-the enclosed

circular *that Mr. Jones, our new partner, will take active part in-the-management of-the business on 1st prox. We thank-you for-your esteemed orders in-the past, and-we-trust that-we-may still be favored with your patronage in-the future. It-will-be our endeavor to-carry out to-the best-of-our-ability and-with-the utmost care any order with-which-you-may entrust us.* Yours-faithfully, [249

(No. 45.)

Messrs. Love & Smart,
London.

Re Norton Lodge.

Dear-Sirs :

We-have-seen our client to-day on-your-replies to-our requisitions on-the title to-this property. The two serious points raised by-the requisitions are the question as-to-the identity of-the property and-the further question as-to whether your client's predecessors in-the trusteeship were properly appointed. The latter is, of-course, vital, as-if-the appointment were invalid your clients clearly cannot make a title. We-have looked further into-(the)-matter, and-have spoken to-our conveyancing counsel on-the-subject. He-thinks with us that-the appointment was-not in-order, and-that unless Mrs. Wilson will either execute a deed of confirmation or she and-the representative of-the survivor of-the original trustees will join in-the conveyance to-the purchaser our-client cannot safely complete his purchase. Under-these-circumstances we-have-no alternative but to insist on-the requisition, and must request you to-be-good-enough to-let-us-know during-the present week what course the vendor is prepared to-take.

Faithfully-yours. [187

Bates & Co., Ltd., (No. 46.)

Dear-Sirs : Manchester.

As we are informed that it is your intention to establish a line of steamers between your city and this port, we beg to offer our services for the supply of coals here. We have constantly a stock of best steam coals in readiness, and can bunker steamers expeditiously at short notice. The local expenses of handling coals having been reduced to a minimum, we are enabled to supply at a great reduction in prices, which will henceforward be at the same rates as at Malta. The disbursements of steamers calling here for coals are very trifling and do not exceed those incurred at Malta. We shall be happy to forward particulars, to furnish pro forma accounts, and to contract for the coaling of steamers. We would point out to captains calling here for coals that they are requested to hoist letter R, International Code of Signals, and they will be boarded at the entrance of the port by our morning boat, with harbour pilot, flying the afore-said International Code Signal R. This will relieve them of the necessity and expense of taking an outside pilot, and secure the utmost despatch. Captains are requested to telegraph to us their approximate date of arrival and quantity of coals required, using Telegraph Code X. We would also mention that our dry dock has been open for some years past, and that for annual docking very favorable terms can be quoted.

Yours faithfully, [247

Mr. Edwin King, (No. 47.)

Dear-Sir : Forest Gate, E.

I am informed by a client of mine that you are seeking a residential property on the coast for your-

-own occupation, with good accommodation for a family, large and shady gardens, and near-the sea. I-can offer you a delightful house on-the south coast of Cornwall, occupying a splendid position on high ground, commanding extensive land and sea views. The house contains a spacious entrance hall with fireplace, three reception rooms, six excellent bed and dressing-rooms, bathroom, and unusually good domestic offices. There-is an excellent supply of water, and-the drainage is certified. The stabling, which-is removed from-the house, includes four stalls, coach house, harness room, and other outbuildings with yard. The area of-the grounds is nearly three acres. The house is-in good structural and decorative repair, and-the grounds have-been well kept, the whole forming a charming seaside estate in an improving locality. The residence is approached from-the main road by a sweep carriage drive. It-can-be viewed by appointment only.

Yours-faithfully, [184

(No. 48.)

Messrs. Sears & Sons,

Dear-Sirs : Manchester.

Your-favor of-yesterday's date to hand. We-regret to say that-we-have-not got-the Vases in stock that-you-require, but if not very urgent we-can-promise to-send-them by-Wednesday without fail. With-regard-to-the Sugars and-Creams, instructions have-been given to despatch them to-day. We-desire to inform-you that-we-have-some first-class Mugs at 4s. per doz. in-stock. These-are of quite a new design, and-there-has-been a great-demand for-them, especially for bazaars. If-you think you would like some, we-shall-be most pleased to-forward you a sample. On looking through your-letter, we observe that-you say that a china

ornament *was* broken *in-the-last* parcel *you-received* from *us*. *We-are somewhat surprised at-this*, as *we-are always most careful in packing goods*. *It-must-(have)-been* broken *on-the* journey to-Manchester, *but-we-shall-be-pleased to-replace it*, and-*will* enclose another *with goods on order*. Our *Mr. Taylor will-be calling on-you in-(a)-few-days* with our new designs *for-the coming season*. *We-hope that-these-will* meet *with your approval*. *We-are-enclosing our Price-List of-these and-have-pleasure in stating that-the* No. 4 Sugars and *-Creams are of quite the newest designs*. *That-they-are* appreciated *is evident from-the large orders we-have-had for-them*.

Yours-faithfully, [252

(No. 49.)

Mr. T. Thomson,
Dear-Sir : Cardiff.

I-am-in-receipt-of-your-favor of 8th-inst. re Estate at Newport, *for-which I-am-obliged*. *I-am-afraid that nothing can-be-done* until the new roads are completed. *I-have-seen-the* contractors, *and-they inform-me that*, owing to-the recent rains, *the work will-not-be* completed before-the summer, *and-then-the buildings you have decided upon can-be* undertaken. *It-would-be* extremely inconvenient *if-they-were* begun while-the road making was in progress. *Most of-the plots on-the estate have-been* sold, *and-as you-will-see by-the* enclosed schedule *they-have* realized very-good-prices. *In-most instances the purchasers have paid the* required 15 per-cent. *on allotment, the balance to-be* paid yearly with interest, *and-in-some-cases the full amount of-the purchase money has-been* paid.

Yours-truly, [153

Mr. Samuel Tree, (No. 50.)

Dear-Sir : Swansea.

You-are doubtless aware that-the business of-the firm of Messrs. Robinson, Jones & Brown, established half a century ago, has during-the past few years increased very-considerably. Owing to-the retirement from-the partnership of-the senior member, Mr. James Robinson, the remaining partners, Messrs. Frank Jones and Harry Brown, have-had under consideration for-some-time the desirability of converting the firm into a limited-company, which-would-be advantageous to-the concern's future. It-has-now been decided to-reconstruct the undertaking on-the lines mentioned. The Company's nominal capital is fixed at £60,000, divided into 6,000 shares of £10 each. The purchase price of-the business has-been agreed at £25,000, which-will-be satisfied by allotting to-the vendors, Messrs. Jones and Brown, 1,500 shares issued as fully paid, and-the payment of £10,000 in cash. Of-the-remaining 4,500 shares, 3,500 are-now offered for subscription to a limited number of-persons having a very intimate knowledge of-the business in question. As you have-had a long and varied experience in-this direction, we-enclose a prospectus for-your-consideration. We-shall-be-pleased to-receive-the annexed form of application duly filled up, together with-the-amount then payable, at-your-earliest-convenience, as-the subscription list is to-be finally closed on-the 30th inst.

Yours-truly, [252

(No. 51.)

Messrs. Brown, White & Co.,

Dear-Sirs: London.

We-are-favored with your-letter of-the 14th-inst., from which we-note with pleasure that your

Hong-Kong clients desire a repeat of-their order dated 2nd June. We have put this in-hand, and hope to complete delivery in four weeks. Referring to-your enquiry for 800 pieces White Cashmere, 40 in. width, about 35 yd. length, we-find that-the lowest-price at-which we could book this order is 11s. 10d. per piece, free-(on)-board steamer, net. We-hope-you-can pass us-the order at-these terms, and-we-need-hardly-say, it-will-have our prompt-attention. Regarding our consignments to-your friends in Shanghai, we-regret to inform-you that-they advise us direct of-their inability to-make a speedy sale of-our goods. We-would ask-you to-write your clients by next Tuesday's mail, begging them to-do all-they can to-get rid of-the fabrics. We-are writing by-the-same mail, and-trust our combined efforts will-have some effect.

Yours-faithfully, [190

(No. 52.)

Messrs. Easton & Jones,

Dear-Sirs : London, E.C.

I-duly received yours of-the 8th-inst. and-noted contents. I-saw Mr. Rae this-morning, and he-thinks that Fancies should-be a good article for next spring in satin ground. Their best selling-prices are from 1s. 6d. to 3s. per yard, and-if styles and qualities are right, he-can order largely at-these prices, and-in better qualities also, but not in-such large quantities. He-is open to-look from now on, and as-soon-as he-sees the right article, will place his order. I-will-do my best to-get cuttings of-the styles at-present selling, as-these may-be useful to-you. Advise me as-soon-as-the new collection is ready to show, and-I-will-then arrange-the most suitable time to-submit here.

Yours-truly, [151

(No. 53.)

ON OBSERVATION.

(From "The Business Life," by W. Gamble.)

One of the most indispensable faculties in-Business is-that of Observation. It-is indispensable in every occupation. Without-it, a man goes through life contending against great odds. He-is always blundering into difficulties, always up to-the chin in a sea of-troubles, always losing valuable hours and days of-his-life, and wasting money in pursuits which-might be avoided by-the exercise of-this inestimable faculty.

Observation is usually and most appropriately associated with seeing. We speak of a clever-man as one "with all-his eyes about-him," or "who goes about-the-world with-his eyes open," and-we-have-heard it remarked of a man that "he keeps his eyes peeled." But it-wants something-more-than mere seeing to-be observant; the vision must-be mental as-well-as physical. The divine proverb says, "The wise-man's eyes are in-his head," and-we-know what that means. There-are-many men who act as-though-their eyes were in-their-feet, or their elbows; or anywhere, in-fact, but where-they ought-to-be. A Russian proverb says, "He goes through-the forest and sees no firewood." The mind must-see as-well-as-the eye; and-the wise-man employs not his vision alone, but all-his powers, so-as-to-make-the most of-his-life. A fool can behold an object; but-that-is all. The act does-not make him wiser or better. He-is a fool; and continues foolish amongst scenes that ought to-lift him to a nobler manhood.

It-may-be urged that-the faculty of Observation is a natural gift, and so no-doubt it-is; but if-it-is-not born in a man, or if-it-be small and weak

in-him, it-can-be cultivated as other weak powers are cultivated. *It-has-been* well said *that-the* habit of sharp discriminating Observation *may-be estab-*lished by perseverance, as other good habits become permanent. Thousands of-men go through-the-world without learning, or even trying to-learn, how some-men succeed, and why others fail. They ascribe Success to "luck" and Failure to unavoidable "misfortune." Others, a little wiser, set it down to-lack of education; but-this alone is-not-the-cause, for there-are-many-instances of-men of-the most meagre education who-have risen to high positions and-even world-wide fame. Lord Bacon said: "Studies teach not their-own use; but-there-is a wisdom without-them, and above them won by observation."

In-the-workshops of to-day we-want young-men who-will ask themselves why the wheels go round, why one wheel goes faster or slower than-another, why one way of-doing a thing is better-than another, and why the act of-doing one thing brings about a certain result; young-men, in-fact, who-can always see that-there-are always more ways of-doing a thing, and can decide which-way is best; also reflecting that if another-way could-be discovered it-might be better still.

We often hear it discussed what technical schools ought to teach. The answer is simple. Let them teach Resourcefulness and Observation, and how to attain these accomplishments.

When young-men step out into-the-world to shift for-themselves, the value of Observation soon makes itself felt; and-only those really succeed who know how to observe the tendencies of acts; who-can read and value character properly; who discern the signs of-the times; who-are equal to-emergencies; who-can husband resources; and who know

how to-do-the right thing at-the right time and-in-the right place. These qualities only come of cultivating the faculty of Observation. Smart men are only men of keen Observation, who-can take in a situation at a glance, and act quickly on-the impulse of-the moment.

(No. 54.)

ON OPPORTUNITY.

(From "The Business Life," by W. Gamble.)

"Opportunity is a great thing," so-the old saying goes. True, but-the ability to-grasp opportunities is of-greater importance. Opportunities come to-most of us—we-may-say, indeed, to all of us—but-some people never see an opportunity, while others see but ignore it. Some think they can put it aside to-take advantage of-it at a more favorable time, like-the dog who hides his bone and, also like-the dog, either forgetting it or finding that another has run off with-it.

To-many people an opportunity comes as such a solid and tangible thing that-they knock their heads against it, or fall over-it, yet they only thrust or kick it aside with perhaps a curse at it. Others profess to-be always looking for an opportunity, yet lamenting-the fact that-they never find it, and-it never comes to-them. Some are foolish enough to-believe that-they can buy opportunities, and stand in-the-market-place jingling their-money in-their-pocket until a sharp-witted rogue sees his opportunity and-takes-it.

There-is yet another-class who-have aptitude enough to see an opportunity, but who only take hold of-it and carry it to a half-way house, when-they begin to-find it-is too heavy for-them. They feel thirsty and-want a drink and a rest; they

leave *their opportunity* outside, so to-speak, and go in for a chat with some idle neighbor.

So, then, we-come down to-the class—a very, very-small one—who-are quick to-perceive opportunities and make-the-most of-them. These-are-the men who-are-the staple of-the race; men who-are-no dreamers, but understand what they-have to-do and do it thoroughly; men who study the age they live in, and-more especially the people their success depends upon, skilfully adapting themselves to-(the)-world's greatest needs. They-are-the men who-are proud to say that-they got nothing but what they toiled hard for. Their-success was-not attained by luck. Opportunities came to-them as-they come to all-men; but they-had to-be reaped and garnered in by honest toil. And-these-are-the men whom shallow-pated loafers at street corners look on with envy and suggest that “it-was somebody’s name made him”; or it-was only because-he “happened to-be there at-the-time”; or “it-was so then, but-those good old times are gone now.” Men said similar things of-each-other in-the days of Solomon, and-they-will go on uttering such inanities for all-time.

Yet no man has ever found a short cut to-Success any permanent good to-him. There-is a broad and straight highway that leads to-success in life; and-though many think-they can get on to-it some-way up by-means-of a short cut or a bypath, they generally find in-the end that-they-have to fall in-line with-the procession, and must-be content to-go with-the tail of-it. As a rule, the man, be he good or bad, who starts off with-the determination to-be rich early in life is-the one most-likely to-be disappointed.

Cause-(and)-effect are what a man has to study if-he-would-be successful. Men should-be taught

to observe nature and life and to utilize and elevate what they see. Happy inspirations may come; but-they need labor to-give them-the proper effect. To-succeed in-any enterprise needs great strength of-character and-indomitable industry. Wise-men must watch, alter, or adapt their conduct according-to circumstances.

It-is all very-well to advocate the virtue of Consistency, but it-won't do in-Business; it-is-rather a sign of weakness to stick to a routine just for-(the)-sake-(of) being consistent. By-all-means let-us-have consistent honesty and-industry; but never consistent obstinacy. No firm can flourish long on-the reputation of-its antecedents; the changing wishes and-wants of-customers have-to-be met, and-even anticipated.

The philosophy of-life is to-make-the best of things as-they happen, taking-the good with-the bad, accepting misfortune with complacency, learning lessons from disappointment, and bearing humiliation with-dignity. The man who-can meet his troubles bravely will make-the-most out-of his opportunities. It-is-not all who-can undergo and survive-the scant fare and hard-work necessary to-Success. It-is hard to-fight one's way up and make a fortune out-of nothing by-way-(of) a beginning; but-that-is-(the)-way the biggest fortunes have-been made. It-is-the discipline and hard experience that successful men have-had to undergo which gives-them the discrimination and tact necessary to decide when to-grasp a great opportunity; the faculty of knowing how to-do-the right thing at-the right time.

THE GRAMMALOGUES AND CONTRACTIONS.

Arranged in the order in which they are given in the preceding pages.

LESSON 1. [˙] a or an, . the, [˘] all, [˘] too
or two, [˘] of, [˘] to, [˙] owe or Oh ! ; he, [˙] on,
! but.

LESSON 2. [˙] awe or ought, , who, [˘] (up)
and, , [˙] (up) should, [˘] happy, [˘] up, [˘] put,
[˘] by, bye, buy, [˘] be, [˘] to be, [˙] at, [˙] it,
+ out.

LESSON 3. [˙] had, [˙] do, [˙] different-ce,
[˙] much, [˙] which, [˙] each, [˙] large, [˙] can,
— come, [˙] go or ago, — give-n.

LESSON 4. [˘] half, [˘] if, [˘] have, [˘] thank-ed,
(think, [˘] youth, [˘] though, (them or they.

LESSON 5. [˘] I or eye, [˙] how, [˙] why, [˙] ay
(yes), [˙] beyond, [˙] you, [˙] with, [˙] when,
[˙] what, [˙] would.

LESSON 6. [˙] saw, [˙] so or us, [˙] see, [˙] was,
[˙] whose, [˙] shall, [˙] wish, [˙] usual-ly.

LESSON 7. [˙] as or has, [˙] is or his, [˙] because,
[˙] itself, [˙] those, [˙] this, [˙] these or thus,
[˙] me or my, [˙] him or may, [˙] myself, [˙] him-
self, [˙] are, [˙] our or hour, [˙] we or way, [˙] in
or any, [˙] no or know, [˙] own.

LESSON 8. [˙] first, [˙] most, [˙] must, [˙] in-
fluence, [˙] influenced, [˙] next, [˙] suggest-ed.

LESSON 9. ° as is, ° is as, 6 this is or
 themselves, ° ourselves, \ special-ly, \ speak,
 \ several, / yes, / high, / house.

LESSON 10. ~ language or owing, ~ thing,
 ~ young, ~ anything, ~ nothing, ~ some-
 thing, ~ or, ~ your, ~ year.
















LESSON 12. \ apply, \ people, \ by all,
 \ able, \ belief or believed, | at all, | tell,
 | till, | deliver-ed-y, ~ call, ~ equal-ly,
 | doctor, Dr., | dear, | during.











LESSON 13. \ for, \ over, \ ever-y,
 \ valuation, ~ evil, (other, ~ more or
 remark-ed, \ remarkable-y, ~ mere or Mr.,
 ~ nor, ~ near, / initial-ed-ly.














LESSON 14. \ from, \ very, ~ however,
) they are,) their or there, ~) through or
 threw, ~) therefore, \ principle or principal-ly,
 \ liberty, \ member or remember-ed,
 \ number-ed.














LESSON 15. | strength, ~| try, | truth,
 ~| true, / chair, ~| cheer, ~| larger, / journal,
 ~| children, | largely, ~ care, ~| sure,
 / pleasure, \ surprise, \ surprised.














LESSON 16. \ happen, \ upon, \ been,
 | had been, | done, ~| down, / general-ly,
 ~ often, \ Phonography, \ phonographer,
 \ phonographic, \ have been, ~| within,
 (southern, ~ northern.








LESSON 17.  approve,  behalf,  above,
 out of,  advantage,  difficult,  diffi-
 culty,  which have,  suggestion,  suggestive,
 one,  opinion,  altogether,  together,
 insurance.

LESSON 19.  architect-ure-al,  neglect-ed,
 prospect,  object-ed,  subject-ed,  ex-
 pect-ed,  unexpected,  respect-ed,
 suspect-ed,  inspect-ed-tion.

LESSON 20.  signify-ied-ficant,  signifi-
 cance,  signification,  insignificant,  insig-
 nificance,  subscribe-d,  subscription,
 balance,  balances,  balanced,  deliver-
 ance,  knowledge,  acknowledge.

LESSON 21.  will,  while,  impor-
 tant-ce,  improve-d-ment,  impossible,  im-
 proves-ments,  whether,  unquestionable-y,
 yesterday,  January,  February,
 November,  United States.

LESSON 22.  perspective,  prospective,
 productive,  obstructive,  objective,
 subjective,  destructive,  respective,
 irrespective,  retrospective,  respec-
 tively,  defective,  executive.

LESSON 23.  abstraction,  obstruction,
 subjection,  objection,  destruction,
 uniform-ity-ly,  unanimity-ous.

LESSON 24. \wedge Revd., \neg regular, \neg irregular, \neg public-sh-ed, \neg publication, \wedge republic, \wedge republican, \wedge repugnant-ce, \wedge represent-ed, \wedge representation, \wedge representative, \circ responsible-ty, \circ irresponsible-ty.















LESSON 26. \neg quite, \neg could, \neg according, according to, or cart, \neg cared, \neg guard, \neg great, \neg called, \neg cold or equalled, \neg gold, \neg cannot, \neg gentleman, \neg gentlemen, \neg happened, \neg particular, \neg opportunity, \neg child, \neg not, \neg approved, \neg applied.















LESSON 27. \neg build-ing or able to, \neg told or till it, \neg tried, \neg toward or trade, \neg did not, \neg had not or do not, \neg chaired, \neg cheered, \neg if it, \neg that, \neg without, \neg third, \neg sent, \neg somewhat, \neg short, \neg met, \neg meeting.













LESSON 28. \neg spirit, \neg may not, \neg hand, \neg under, \neg yard, \neg word, \neg wonderful-ly.


















LESSON 29. \neg school, \neg schooled, \neg commercial, \neg financial, \neg especial-ly, \neg influential, \neg uninfluential, \neg substantial-ly, \neg unsubstantial-ly, \neg controversy-sial, \neg circumstance, \neg circumstantial, \neg immediate, \neg immediately, \neg prejudice-cial.
















LESSON 30. \neg passenger, \neg danger, \neg dangerous, \neg stranger, \neg messenger, \neg man-
uscript, \neg whenever, \neg whatever.














LESSON 31.  better than,  rather than,
 rather *or* writer,  perform-ed,  per-
 former,  performs-ance,  reform-ed,
 reformer,  reformation,  inform-ed,
 informer,  information,  thankful,
 thanksgiving.











LESSON 33.  proficient-cy-ly,  deficient-
 cy-ly,  efficient-cy-ly,  inefficient-cy-ly,
 sufficient-cy-ly,  insufficient-cy-ly,
 observation,  preservation,  electric,
 electrical,  electricity,  inconsiderate,
 selfish-ness,  unselfish-ness.








LESSON 34.  never,  nevertheless,  not-
 withstanding,  enlarge,  enlarged,  prob-
 able-ly-ility,  practice *or* practise-d,  practic-
 able,  imperfect-ion,  satisfaction,  satis-
 factory,  unsatisfactory.









LESSON 35.  mistake,  mistaken.
 domestic,  character,  characteristic,
 description,  justification,  generalization,
 organize-d,  organization,  extinguish-ed,
 distinguish-ed,  relinquish-ed,  covenant,
 govern-ed,  government,  magnetic-ism,

LESSON 36.  captain,  capable,  in-
 capable,  appointment,  disappointment,
 attainment *or* atonement,  entertainment,
 contentment,  indignant-ation,  resig-
 nation,  antagonist-ic-ism,  inscribe-d,
 inscription,  instructive,  instruction.

LESSON 37.  discharge-d,  displeasure,
 dissimilar,  expenditure,  expensive,
 extraordinary,  extravagant-ce,  manu-
 factory-d,  manufacturer,  intelligent,
 intelligence,  intelligible,  advertise-d-ment.

LESSON 38.  individual,  investment,
 interest,  interested,  uninteresting,
 disinterested-ness,  applicable-ility,  aston-
 ish-ed-ment,  certificate,  contingency.

LESSON 39.  demonstrate,  remonstrate,
 ministry,  familiar-ity,  preliminary,
 singular,  indispensable-ly.

LESSON 40.  indescribable,  indis-
 criminate,  sensible-ility,  peculiar-ity,
 perpendicular,  proportion-ed,  pro-
 portionate-ly,  establish-ed-ment.

GRAMMALOGUES.

ARRANGED ALPHABETICALLY.































































a or an	.	called	c	equal-ly	..c
able	/	can	—	equalled	..c
above	/	cannot	..c	ever-y	..c
accord-ing	/	care	..c	evil	..c
advantage	l	cared	..c	eye	..c
ago	—	cart	..c	first	..c
ah !	.	chair	?	for	..c
all	/	chaired	?	from	..c
and	/	cheer	?	general-ly	..c
any)	cheered	?	generaliza-	..c
apply-ied	/	child	?	tion	..c
approve-d	/	children	..c	generation	..c
are	/	Christian-ity	..c	gentleman	..c
as	.	circumstance	..c	gentlemen	..c
at	—	circumstan-	..c	give-n	..c
ought	/	ces	..c	go	..c
awe	/	cold	..c	gold	..c
ay (yes)	/	come	—	great	..c
aye	/	constitution	..c	greatest	..c
balance	/	al-ly	..c	guard	..c
balanced	/	could	—	had	..c
balances	/	dear	l	half	..c
be	/	deliver-ed-y	l	hand	..c
because	..c	deliverance	..c	happen	..c
been	/	difference-t	..c	happened	..c
behalf	/	difficult	..c	happy	..c
belief-ve-d	/	do	l	has	..c
beyond	..c	doctor, Dr.	l	have	..c
build-ing	..c	done	..c	he	..c
but	..c	down	..c	heaven	..c
buy	/	during	..c	high	..c
by, bye	/	each	..c	him	..c
call	—	eh ?	..c	himself	..c

his	o	me	(particular	^
holy	o	meeting	(people	^
hour	o	member	o	phonography	o
house	o	mere	(pleasure	^
how	^	met	(principal-ly	^
however	o	more	(principle	^
I	v	most	o	put	^
if	[ant	Mr.	o	quite	^
importance-	(much	/	rather	/
impossible	o	must	o	religion	^
improve-d-	(my	(religious	o
ment	(myself	o	remark-ed	o
improves-	(near	o	remember-ed	o
ments	o	next	o	satisfaction	o
in	(no	o	Saviour	o
influence	o	nor	o	saw	o
influenced	o	northern	o	school	o
information	o	not	(schooled	o
initial-ly-ed	o	number-ed	o	Scripture	o
inscribe-d	o	O! oh!	-	sea	o
inscription	o	of	o	see	o
instruction	o	often	o	selfish-ness	o
instructive	o	on	-	sent	o
is	o	one	o	several	o
it	o	opinion	o	shall, shalt	o
itself	o	opportunity	o	short	o
journal	o	or	o	should	o
justification	o	other	o	significance	o
know	o	ought	-	significant	o
language	o	our	o	signification	o
large	/	ourselves	o	signify-ied	o
largely	/	out	o	so	o
larger	/	over	o	somewhat	o
liberty	o	owe	-	southern	o
Lord	o	owing	o	speak	o
may	o	own	o	special-ly	o









































































spirit	2	though	(what	3
strength	9	threw)	when	6
subject-ed	2	through)	whether	✓
subjection	2	thus	6	which	/
subjective	2	thysself	6	while	6
suggest-ed	2	till	1	whither	✓
suggestion	2	to	2	who	1
suggestive	6	to be	2	whose	2
sure	2	told	1	why	2
surprise	2	too	2	will	6
surprised	2	towards	3	wish	2
tell	1	trade	1	with	2
thank ed	(tried	1	within	6
that	(true	1	without	6
the	2	truth	1	wonderful-ly	✓
their)	try	1	word	2
them	(two	2	would	3
themselves	6	under	2	writer	✓
there)	up	2	yard	2
therefore)	upon	2	ye	✓
these	6	us)	year	2
they	(usual-ly	2	yes	2
thing	2	valuation	2	you	2
think	(very	2	young	2
third	2	was)	your	2
this	6	way	✓	youth	6
those	6	we	✓	youths	6





































































The following list contains also the Contractions which appear in " Pitman's Shorthand Instructor."

abandonment		baptize-d-st-ism	
abstraction		benevolent-ce	
abstractive		benignant-ity	
acknowledge		bondservant	
acknowledged		bondsman	
acknowledgment		cabinet	
administrate		Calvinism	
administration		capable	
administrative		captain	
administrator		catholic	
administratrix		certificate	
advertise-d-ment		character	
agriculture-al		characteristic	
altogether		circumstantial	
amalgamate		commercial-ly	
amalgamation		contentment	
antagonist-ic		contingency	
anything [ism]		controversy-ial	
applicable-ility		covenant [tion]	
appointment		cross-examina-	
arbitrament		cross-examine-d	
arbitrary		danger	
arbitrate		dangerous	
arbitration		defective	
arbitrator		deficient-ly-cy	
archbishop		degeneration	
architect-ure-al		delinquency	
aristocracy-atic		delinquent	
assignment		democracy-atic	
astonish-ed-ment		demonstrate	
atonement		demonstration	
attainment		denomination-al	
auspicious		denominational-	
bankruptcy		ism	

depreciate-d		entertainment	
depreciatory		enthusiastic-ism	
description		Episcopal-ian-ism	
destruction		especial-ly	
destructive		esquire	
destructively		establish-ed-	
dethronement		ment	
difficulty		evangelical	
dignify-ied-ty		everything	
dilapidate-d-ion		exchange-d	
disappointment		executive	
discharge-d		executor	
disinterested-		executrix	
ness		expect-ed	
displeasure		expediency	
disproportion-ed		expenditure	
disproportionate		expensive-ly	
disrespect		extemporaneous	
disrespectful		extinguish-ed	
dissimilar		extraordinary	
distinguish-ed		extravagant-ly-	
doctrine		ance	
ecclesiastic-al		falsification	
efficient-ly-cy		familiar-ity	
electric		familiarization	
electrical		familiarize	
electricity		February	
emergency		financial-ly	
England		govern-ed	
English		government	
Englishman		henceforth	
enlarge		henceforward	
enlarged		howsoever	
enlargement		identical	
enlarger		immediate	
enlightenment		imperfect-ly-ion	












































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impracticable		irrecoverable-ly	
impregnable		irregular	
improbable-ly-ity		irremovable	
incandescence		irrespective	
incandescent		irrespectively	
incapable		irresponsible-	
inconsiderate		January [ility	
inconvenience-t		journalism	
incorporated		journalistic	
indefatigable		jurisdiction	
independent-ly-ce		jurisprudence	
indescribable-ly		knowledge	
indignant-ion		legislative	
indiscriminate		legislature	
indispensable		magnetic-ism	
individual		manufacture-d	
inefficient-ly-cy		manufacturer	
influential-ly		manuscript	
inform-ed		marconigram	
informer		mathematical-s	
insignificance		mathematician	
insignificant		maximum	
inspect-ed-ion		mechanical-ly	
insubordinate-		melancholy	
ion		messenger	
insufficient-ly-cy		Methodism	
insurance		metropolitan	
intelligence		minimum	
intelligent-ly		ministration	
intelligible-ly		ministry	
interest		minstrel	
interested		misdeemeanour	
introduction		misfortune	
investigation		misrepresent-ed	
investment		monstrosity	




















































monstrous		phonographic	
mortgage-d		platform	
neglect-ed		plenipotentiary	
negligence		practicable	
never		practice	
nevertheless		practise-d	
nonconformist		prejudice-d-ial	
nonconformity		preliminary	
nothing		prerogative	
notwithstanding		Presbyterian-ism	
November		preservation	
object-ed		probable-ly-ility	
objection		production	
objectionable		productive	
objective		proficient-ly-cy	
obscurity		project-ed	
observation		proportion-ed	
obstruction		proportionate	
obstructive		prospect	
oneself		prospective	
organization		prospectus	
organize-d		public	
organizer		publication	
orthodox-y		publish-ed	
parliamentarian		publisher	
parliamentary		questionable-ly	
passenger		ratepayers	
peculiar-ity		recognizance	
perform-ed		recoverable	
performer		reform-ed	
performs-ance		reformation	
perpendicular		reformer	
perspective		regular	
philanthropist		relinquish-ed	
philanthropy-ic		remarkable-ly	
phonographer		remonstrance	

















































remonstrant		telegram	
remonstrate		telegraphic	
removable		thankful	
represent-ed		thanksgiving	
representation		thenceforth	
representative		thenceforward	
reproduction		together [tion	
reproductive		transubstantia-	
republic		tribunal	
republican		unanimity	
repugnance-ant		unanimous	
resignation		unconstitutional	
respect-ed		unexpected	
respectful		uniform-ly-ity	
respective		uninfluential	
respectively		uninteresting	
responsible-ility		universal	
resurrection		universality	
retrospect		Universalism	
retrospection		universe	
retrospective		university	
retrospectively		unprincipled [ly	
reverend		unquestionable-	
satisfactory		unsatisfactory	
sensible-ly-ility		unselfish-ly-ness	
singular		unsubstantial	
something		unsuspected	
stranger		unsympathetic	
stringency		vegetarian-ism	
subscribe-d		whatever	
subscription		whenever	
substantial-ly		whensoever	
sufficient-ly-cy		whereinsoever	
suspect-ed		wheresoever	
sympathetic		whithersoever	
tabernacle		yesterday	
















































LIST OF PHRASEOGRAMS.

Not including the Phrases indicated in the ordinary type given in preceding pages.

 additional cost	 best of their ability
 additional expense	 best of your ability
 and if you should be	 Dear Sir
 and the contrary	 deliver immediately
 as we can	 Dramatic Society
 as we have	 early consideration
 as we think	 early reply
 as soon as	 enclose-d herewith
 as soon as convenient	 facts of the case
 as well as	 first class
 at any rate	 for some time
 at all events	 for the first time
 at all times	 for the sake of
 at once	 for their sake
 at some time	 from first to last
 at the same time	 from time to time
 at your early convenience	 further consideration
 Bank of New York	 further considered
 before him	 general manager
 before there is	 having regard to
 best class	 Hazell & Co.
best of my ability	 he is the
best of our ability	


















 how can they	 I hope you will not
 I am	 I may
 I am content	 I may be
 I am directed to state	 I know there is
 I am in receipt of your favor	 I regard
 I am in receipt of your esteemed favor	 I regret
 I am instructed to state	 I say
 I am not	 I see
 I am requested to state	 I shall arrange
 I am sorry	 I shall be compelled
 I am surprised	 I shall be pleased
 I am very sorry	 I thank you
 I ask attention	 I think
 I can	 I think the
 I can assure you	 I think you should be
 I do not <i>or</i> I had not	 I will
 I do not understand	 I will be
 I did not	 if it
 I have	 if it is
 I have arranged	 if you should be
 I have concluded	 in consequence
 I have had	 in regard to
 I have received	 in relation to
 I have the	 in reply
 I have to inform you	 in reply to your esteemed favor
 I hope you will	

 in reply to your favor	 next time
 in the first place	 next week
 in this city	 on the contrary
 in which it is	 party question
 it is said	 peculiar circumstances
 it is the	 Pitman's Journal
 it must be	 please forward
 it would be	 please inform us
 Jones Publishing Co.	 please let me know
 Journal of Commerce	 please let us know
 just possible	 please make arrangements
 just received	 please note
 Knox & Co.	 please quote us
 last month	 political party
 last time	 referring to your favor
 last week	 referring to yours
 less and less	 respectfully yours
 local authority	 satisfactory conclusion
 medical authorities	 shall be taken into consideration
 Monday morning	 shipping department
 more and more	 side by side
 more or less	 special rates
 my attention has been called	 take-n into consideration
 National Bank	 this is













 this week	 with relation to
 to go	 with respect to
 to him	 with the
 to the contrary	 with which
 Tuesday afternoon	 yesterday afternoon
 under the circumstances	 you are not
 United States	 you can
 unsatisfactory conclusion	 you may
 very truly yours	 you may as well
 wagon department	 you may be
 we are in a position	 you may not
 we are sorry	 you must receive
 Wednesday evening	 you should be
 what can be	 you were not
 what do you	 you will
 when the	 you will be
 when they	 you will comply
 what may be	 you will not
 why do you	 your esteemed favor
 why have you	 your favor
 with each	 your reply
 with much	 yours respectfully
 with reference to	 yours truly
 with regard to	

THE PHONOGRAPHIC ALPHABET.









CONSONANTS.

Names.			Names.		
<i>pee</i>	P		<i>as in</i>	<i>rope</i>	
<i>bee</i>	B		<i>„</i>	<i>robe</i>	
<i>tee</i>	T		<i>„</i>	<i>fate</i>	
<i>dee</i>	D		<i>„</i>	<i>fade</i>	
<i>chay</i>	CH		<i>„</i>	<i>choke</i>	
<i>jay</i>	J		<i>„</i>	<i>joke</i>	
<i>kay</i>	K		<i>„</i>	<i>leek</i>	
<i>gay</i>	G		<i>„</i>	<i>league</i>	
<i>em</i>	M		<i>„</i>	<i>seem</i>	
<i>en</i>	N		<i>„</i>	<i>seen</i>	
<i>ing</i>	NG		<i>„</i>	<i>sing</i>	
<i>way</i>	W		<i>„</i>	<i>way</i>	
<i>yay</i>	Y		<i>„</i>	<i>yea</i>	
<i>ef</i>	F		<i>as in</i>	<i>safe</i>	
<i>vee</i>	V		<i>„</i>	<i>save</i>	
<i>ith</i>	TH		<i>„</i>	<i>wreath</i>	
<i>thee</i>	TH		<i>„</i>	<i>wreathe</i>	
<i>es</i>	S		<i>„</i>	<i>hiss</i>	
<i>zee</i>	Z		<i>„</i>	<i>his</i>	
<i>ish</i>	SH		<i>„</i>	<i>vicious</i>	
<i>zhee</i>	ZH		<i>„</i>	<i>vision</i>	
<i>el</i>	L		<i>(up stroke)</i>	<i>as in</i>	<i>pall</i>
<i>ar</i>	R		<i>(down stroke)</i>	<i>„</i>	<i>air</i>
<i>ray</i>	R		<i>(up stroke)</i>	<i>„</i>	<i>raise</i>
<i>hay</i>	H		<i>(down stroke)</i>	<i>„</i>	<i>high</i>
	H		<i>(up stroke)</i>		

VOWELS.

LONG.			sign (heavy)	SHORT.			sign (light)
1 <i>ah</i>	1 <i>aw</i>	1 .	—	1 <i>ă</i>	1 <i>ö</i>	1 .	—
2 <i>ā</i>	2 <i>ō</i>	2 .	—	2 <i>ě</i>	2 <i>ŭ</i>	2 .	—
3 <i>ē</i>	3 <i>ōō</i>	3 .	—	3 <i>ĩ</i>	3 <i>öö</i>	3 .	—
<i>as in</i>	 <i>bah,</i>	 <i>bay,</i>	 <i>bee,</i>	<i>as in</i>	 <i>lass,</i>	 <i>less,</i>	 <i>lisp,</i>
	 <i>law,</i>	 <i>low,</i>	 <i>loo.</i>		 <i>boss,</i>	 <i>bus,</i>	 <i>puss.</i>

DIPHTHONGS.

Sign					<i>as in</i>	 <i>pie,</i>	 <i>bough,</i>
Sound	<i>i</i>	<i>ow</i>	<i>oi</i>	<i>ü</i>		 <i>toy,</i>	 <i>due.</i>

230 TABLE OF SINGLE AND DOUBLE CONSONANTS.

		L hook.	R hook.	N hook.	F and V hook.	Half Length
P	\	pl \	pr \	pn \	pf \	pt \
B	\	bl \	br \	bn \	bf \	bd \
T		tl	tr	tn	tf	tt
D		dl	dr	dn	df	dd
CH	/	chl /	chr /	ohn /	chf /	cht /
J	/	jl /	jr /	jn /	jf /	jd /
K	—	kl —	kr —	kn —	kf —	kt —
G	—	gl —	gr —	gn —	gf —	gd —
F	\	fl \	fr \	fn \	ft \
V	\	vl \	vr \	vn \	vd \
TH	(thl (thr (thn (....	tht (
TH	(thl (thr (thn (....	thd (
S, Z	o) o)	sn) zn)	st) zd)
SH	✓	shl ✓ up, down	shr ✓ down, up	shn ✓ down, up	sht ✓
ZH	✓	zhr ✓	zhn ✓	zhd ✓
M	—	ml —	mr —	mn —	{ mt — md —
N	—	nl —	nr —	nn —	{ nt — nd —
NG	—	ng ^r —	ngn —
L	✓	ln ✓ up, down	{ lt ✓ ld ✓ down
R	✓ _{up}	rn ✓ up	rf ✓	rt —
R	✓	rn ✓	rt — rd —
W	✓	wn —	wf —	wt —
Y	✓	yn —	yf —	yt —
H	✓	hn —	hf —	ht —
KW	✓	GW	WL	WHL	LR	RR MP or MB WH
—	—	—	up	up	down	down — —

APPENDIX.

ADVANCED SPEED PRACTICE.

1. The student who has carefully followed the directions and faithfully worked through the exercises provided in the preceding pages, will now, doubtless, find himself fairly well equipped for the ordinary work of Shorthand Correspondent. Those who desire to proceed further with the study of Phraseography, etc., are referred to *Pitman's Shorthand Reporter*, *Reporter's Assistant*, *Reporting Exercises*, and the *Phonographic Phrase Book*. Specialized phrasing is dealt with in *Technical Reporting*, *Pitman's Shorthand Writers' Phrase Books and Guides*, etc. (See List at the end of this work.)

2. Though it is assumed that the student has by this time acquired the ability to write at a fair rate of speed, it may not be out of place to remind him that he should keep a constant and careful check upon the size and style of the outlines he employs; that he should resist the slightest tendency to "scrawl"; and that he should scrupulously avoid combinations, whether outlines of single words or of phrases, that in any way check the hand or in the least degree affect the legibility of the notes. It does not, of course, follow from this that the same size or style of outlines should or can be recommended to all writers. In this matter a good deal must be left to the individual characteristics of the writer. At the same time, regard must be paid to the experience of the fastest writers during the last seventy years; and this experience goes to prove that the use of abnormally large outlines does not make for speed. Every possible effort, therefore, should be made by the student to reproduce shorthand outlines which do not exceed the size of those given in this book.

3. It is a fact that, as a rule, hesitancy in the writing of shorthand is not merely or so much a matter of slowness of the hand as of a lack of quickness in the mind; that is to say, after a reasonable amount of practice the student is able to write quickly enough any word with the outline of which he is familiar, or the rules governing which he knows thoroughly well. It is when he has to *think* of the outline that he is lost. The conclusions are, of course, obvious: he should first of all have a perfect mastery of the rules of the system, so as to be able to apply them instantly; he should, by regular reading practice, familiarize himself with the shorthand outlines for the majority of common words; and he should supplement this by persistent exercise in writing from dictation. There is a practically unlimited supply of very suitable reading matter in shorthand characters, and it is only necessary here to refer the student to the lists at the end of the present book.

4. It should be remembered, too, that there is quite as much individuality in shorthand writing as in ordinary longhand; from which the student will see how desirable it is that he should be thoroughly familiar with his own style of shorthand notes, and should accustom himself to their peculiarities, in order that he may have no difficulty with the deciphering of his notes, even when they have been written at a high speed.

5. As regards the acquisition of a higher rate of speed, of course the best plan is to practice from actual dictation and on varied matter. Where, however, it is not possible to obtain dictation practice, very considerable progress can be made by practising writing between the lines of a widely spaced book. Increased speed, it will be found, comes almost insensibly as the writer enlarges his knowledge of outlines and becomes perfectly familiar with the commonly recurring words and phrases to be met with in general literature. It is quite possible for a

writer to cultivate a speed of 150 words a minute, using the method just referred to. Any word which occasions difficulty to the writer should be looked up, the correct outline found, and the word written out a number of times until perfect facility in writing it is secured.

6. The student should not be discouraged if at the beginning he finds himself unable to take a verbatim note of a speaker. The ability to do this depends not merely upon fast shorthand writing, but upon the power to concentrate attention upon the subject matter of the discourse as it is delivered, and to overcome the nervousness with which most young writers are troubled at the outset of their reporting practice. The note-taker must necessarily be some words behind the speaker, and until he becomes accustomed to this he is apt to become flurried when the speaker increases the pace, and so to make notes which are in parts almost illegible. This trouble, however, will disappear after a time, and the writer will soon acquire the calmness, self-possession, and confidence necessary to the successful note-taker.

7. It can scarcely be necessary in these days to impress upon the shorthand writer the importance of using a pen for note-taking. Whether from the point of view of ease of writing or of legibility, the pen is undoubtedly and immeasurably superior to the pencil. Most professional reporters use fountain pens; but for ordinary office purposes a medium pointed steel pen and the usual quality of ink will be found to answer very well.

8. As regards the paper used for note-taking, this should not be too highly-glazed. A fine, smooth surface, over which the pen glides easily, is the best. The "Fono" Series Elastic Bound Note-Books that open flat on the desk are in very general use, and can be recommended. The following advice as to turning over the leaves of the note-book has been proved to be excellent in every way:—"While writing on the upper half of the leaf,

introduce the second finger of the left hand between it and the next leaf, keeping the leaf which is being written on steady by the first finger and thumb. While writing on the lower half of the page shift the leaf by degrees till it is about half-way up the book : when it is convenient, lift up the first finger and thumb, and the leaf will turn over almost by itself. This is the best plan when writing on a desk or table. When writing on the knee, the first finger should be introduced instead of the second, and the leaf be shifted up only about two inches. The finger should be introduced at the first pause the speaker makes, or at any other convenient opportunity that presents itself." Some shorthand writers prefer to take hold of the bottom left-hand corner of the leaf with the finger and thumb, slightly crease the paper, and on reaching the bottom line lift the page and turn it over. In any case, only one side of the note-book should be used until the end of the book is reached, when it should be turned over and the remaining blank pages used as described.

9. It is sometimes necessary for the shorthand writer to indicate a mishearing, a reference or quotation, etc., in order that he may be guided when making his transcription. The various marks employed in this connection are here described :—

MISHEARINGS, ETC.—When a word has not been heard distinctly, and the shorthand writer is uncertain whether he has written the right one or not, a circle should be drawn round the character, or a cross (x) placed under it. When the note-taker has failed to hear a word, the omission should be indicated by a caret (.....) placed *under* the line. Should a portion of a sentence be so lost, the same sign should be employed, and a space left blank corresponding to the amount omitted. Or the longhand letters *n h* (*not heard*) may be written.












ERRORS.—In cases where a reporter has failed to secure a correct note of a sentence, this may be indicated by an inclined oval, thus *O* (*nought* or *nothing*). When it is noticed that the speaker has fallen into an error, the mark *X* should be made on the left-hand margin of the note-book.


REFERENCE MARKS.—When verbatim notes of a speech are taken, but only a condensed report is required, a perpendicular stroke should be made in the left-hand margin of the note-book to indicate an important sentence or passage which it is desirable to incorporate in the summary. The end of a speech or the completion of a portion of a discourse may be indicated by two strokes, thus *//* When the reporter suspends note-taking, but the speaker proceeds, the longhand letters *h s* (*continued speaking*) may be written.

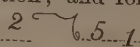
QUOTATIONS, ETC.—Quotations from well-known sources, such as the Bible or Shakspeare, familiar to the reporter, need not be written fully if time presses. It will suffice to write the commencing and concluding words with quotation marks and a long dash between, thus "*The quality of mercy ——— seasons justice.*" A long dash may be used to denote the repetition of certain words by a speaker instead of writing them each time, as in the familiar passage, "*Whatsoever things are true, ——— honest, ——— just,*" etc.

EXAMINATION OF WITNESSES.—In reporting the examination of witnesses in questions and answers, the name of each witness should be written in longhand. The name of the examiner may be written in shorthand before the first question. If the judge, or other person, intervenes with questions during the examination, his name must be written before the first question; it need not be repeated, but care must be taken to write

the name of the original examiner when he resumes his questions. Various methods may be employed for dividing questions from answers, and the answer from the succeeding question, but, whatever plan is employed, it should be one which is absolutely distinctive. When a document is put in, write *document* between large parentheses, thus (L) When a document is put in and read, write (L)

APPLAUSE, DISSENT, ETC. — The following words, descriptive of the approbation or dissent of an audience, should be enclosed by the reporter within large parentheses :—  hear,  hear, hear,  no,  no, no,  sensation,  applause,  chair,  cheers,  laughter,  uproar,  hisses.

The adjective, or adjectives, descriptive of the kind of applause must be written after the first word. For example, what would be described as *loud and continued applause* would be written  in reporting, for the note-taker would not know that the applause was continued till it had lasted for some time.

10. In sermon reporting the Book or Epistle, the Chapter, and the Verse in quotations from the Bible may be indicated as follows :—Place the figure for the Book or Epistle in the first position ; for the Chapter in the second position ; and for the Verse in the third position, thus,  By this method, the book, chapter, and verse may be written in any order by means of figures only, without danger of ambiguity.

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